



Dr. Nishikant Dubey, Chairman and Members of the Parliamentary Standing Committee on Communications and Information Technology 2024-25 Visit Andaman & Nicobar Islands and Bengaluru



Team of Officials from Papua New Guinea High Commission, Indo Pacific Chamber of Commerce & Industry and Vista Group of Companies Visit ITI Limited

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Study Visit of the Standing Committee on Communications and Information Technology (2024-25) to Andaman & Nicobar Islands and Bengaluru from January 16 to January 20, 2025

A study visit of the Standing Committee on Communications and Information Technology (2024-25) to Andaman & Nicobar Islands and Bengaluru was organized from January 16 to January 20, 2025. As part of the study visit, the Members of the Parliamentary Standing Committee on Communications and Information Technology (2024-25) under the Chairmanship of Dr. Nishikant Dubey visited Havelock Island on January 17, 2025. During their visit they held discussions with representatives of The Department of Telecommunications (DoT), Centre for Development of Telematics (C-DOT), Telecom Regulatory Authority of India (TRAI), Bharat Sanchar Nigam Limited (BSNL), ITI Limited, Telecommunication Engineering Centre (TEC) and TejasNet on the subject 'Issues confronting Telecom Sector in India'.



The Committee members held discussions with Shri Rajesh Rai, CMD, ITI Limited, Shri Rajeev Srivastava, Director (Finance), Shri C V Ramana Babu, Director (Marketing) regarding primary contributions of ITI Limited in modernizing telecom infrastructure in rural and remote areas; how the Company has adapted to the growing demand for 5G Technology and what are the steps taken

to develop/support the deployment of 5G network across India including Andaman & Nicobar Islands; how the Company is supporting 'Make in India' initiative of Government of India by manufacturing telecom equipment locally and what will be its impact on India's self-reliance in telecom technology, etc. The discussions were focused on assessing the telecom infrastructure and services in the region. The committee's objectives included understanding the challenges and opportunities in providing telecommunications in remote and island areas, as well as assessing the impact of government initiatives on improving connectivity.

ITI Limited Bags Operational Excellence & Quality Award for GIOM Project

The 2nd Bharat Leadership Excellence Summit & Awards was organized by the Leadership Federation at Aloft Hotel, Aerocity, New Delhi on February 1, 2025. ITI Limited has been honoured with the prestigious award 'Operational Excellence & Quality Award: GIOM Project'. A Trophy and Certificate was presented by the Leadership Federation at the 2nd edition of the Bharat Leadership Excellence Summit & Awards.



Team of Officials from Papua New Guinea High Commission Visit ITI Limited

A team of officials from Papua New Guinea High Commission, Honourable Richard Masere, Minister for Administrative Services and Minister Assisting the Prime Minister on Constitutional Matters, Shri Vikash Singh, Principal Advisor to the Minister for Administrative Services and Minister Assisting the Prime Minister on Constitutional Matters, Shri H C Vincent Sumale, PNG High Commission, India; Indo Pacific Chamber of Commerce & Industry, Shri Vishwas Tripathi, Chairman, Ms Kanika Baweja, Director & Governing Body Member; and Vista Group of Companies, Shri Vivek Agarwal, CEO and MD, Col Rajesh Hoon (Retd.), Business Head visited ITI Limited on February 27, 2025.



The officials were welcomed by Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Shri C V Ramana Babu, Director (Marketing) and Senior Officers at ITI Corporate Office. A presentation on the company's products and services was delivered, followed by discussions with officials.



The Officials also visited ITI Bangalore Plant and held discussions about Electronic Voting Machine (EVM). During the visit to the plant, a demonstration was made about the working of EVM.



The officials were also taken around the facilities of the plant at EVM Hangar, 4G Hangar, SMT Line, PCB, Mechanical Fabrication Facility and Data Centre.

ITI Limited Launches State Network Operations Center (S-NOC) for BharatNet Phase-III Project in Himachal Pradesh

ITI Limited, India's first Public Sector Undertaking (PSU) post-independence and a premier telecom manufacturing enterprise, has launched the groundwork for the State Network Operations Center (S-NOC) for the BharatNet Phase-III Project at Solan, Himachal Pradesh in coordination with Bharat Sanchar Nigam Limited (BSNL).

The S-NOC will serve as a centralized facility from which ITI Limited will monitor, manage, and secure the network infrastructure of the BharatNet Phase-III project in the state, ensuring high service quality and performance. This initiative is a key component in the government's ongoing effort to enhance digital infrastructure across rural India.



The S-NOC operations was launched jointly by Shri Rajesh Rai, CMD, ITI Limited and Shri Anil Kumar Gupta, Chief General Manager, BSNL HP Circle in the presence of Shri Rajeev Srivastava, Director (Finance), Smt Namita, GM-BharatNet Project from ITI Limited and Shri Jaspal Singh, GM, and Senior Officers from BSNL at BSNL



Telephone Exchange Bhawan, Solan. The project aims to connect 3,615 gram panchayats to 91 block headquarters using 10 Gbps bandwidth, which will further be linked to BSNL's IP-MPLS Ring Network under the BharatNet Phase-III initiative in the State of Himachal Pradesh. This connectivity will be extended to 15,538 villages across the state through 10 Gbps bandwidth with 20,000 km of optical fiber cable. The S-NOC in Solan will monitor the connectivity of all gram panchayats in Himachal Pradesh and play a vital role in extending last-mile connectivity to consumers, thus advancing the government's goal of rural digital empowerment.

Speaking on the occasion, Shri Rajesh Rai, CMD, ITI Limited, said, “We are very glad to initiate this S-NOC in partnership with BSNL. This project is a significant step towards digital connectivity and rural empowerment in Himachal Pradesh, which will assist in providing high-speed broadband services in rural areas. Himachal Pradesh is a geographically challenging terrain, but we are confident of implementing this project within the scheduled timeframe. Upon completion, this project will redefine digital access in the state, enabling better education, healthcare, business opportunities, and e-governance at the grassroots level.”

ITI Limited emerged as the lowest bidder (L1) for three key packages under the BharatNet Phase-III Project - Package 8 in Himachal Pradesh; Package 9 in West Bengal and Andaman & Nicobar Islands; and Package 15 for North Eastern Region (NER-II) covering States Arunachal Pradesh, Nagaland and Manipur with a total order value of Rs 5,104 crore (for Package 8 & 9) earlier in the month of November 2024. The project is being executed under the Design, Build, Operate, and Maintain (DBOM) model and is funded by the Universal Service Obligation Fund (USOF), Government of India. The BharatNet Phase-III project is part of the Government of India’s ambitious digital inclusion mission, aimed at bridging the rural-urban digital divide and fostering inclusive growth through robust telecom infrastructure.

ITI Limited Forays into New Domains - Bags Contracts worth Rs. 64 Crore for Wi-Fi & LAN and Integrated Security System (CCTV)

ITI Limited, country’s first PSU post- independence and premier telecom manufacturing company has forayed into Security Systems and education/ICT domains. The Company has received orders for

Wi-Fi & LAN worth Rs. 35 crore from Sambalpur University, Odisha, and Integrated Security System (CCTV) worth Rs. 29.14 crore from Central Railways, the total order value Rs. 64 Crore. ITI Limited has received a contract worth Rs. 35 Crore from Sambalpur University, Odisha to establish Campus Wi-Fi and LAN at 80 locations in its University campus to meet the need of providing seamless internet and intranet access across the campus. The Sambalpur University project involves establishing campus-wide Wi-Fi and LAN across 80 locations, with supply, installation, and commissioning along with a year's maintenance period. ITI will provide a secure wireless controller with advanced functionalities to enhance network security and accessibility. ITI Limited will supply Secure Wireless Controller with additional functionalities like authenticator & restricted unauthorised users, and so on.



ITI Limited has also received a contract worth Rs. 29.14 crore from Central Railways, Mumbai for implementing Integrated Security System consisting of IP Based Video surveillance system at six railway stations of Mumbai division including Chhatrapati Shivaji Maharaj Terminus, Dadar, Kurla, Lokmanya Tilak Terminus, Thane

and Kalyan of Central Railways, and AMC for five years after expiry of initial warranty period of three years. The project has to be completed within a period of 12 months which includes installing over 1,400 cameras which will provide a line of safety for the passengers of Central Railways from the receipt of the Letter of Award (LoA).

Speaking on the occasion, Shri Rajesh Rai, CMD, ITI Limited, said, "ITI is always excited to provide the whole spectrum of information and communications technology (ICT) services to educational institutes, Railways and any other client. The campus Wi-Fi and LAN services would not only improve the pedagogical experience of the students but will also support the institution's operational and administrative needs. The implementation of Integrated Security System will improve crowd management, enhance passenger safety which aims to provide a more secure and reliable travel environment for passengers of Central Railways".

ITI Limited Wins Aaple Sarkar Seva Kendra Order worth Rs. 167 crore in Maharashtra

ITI Limited, country's first PSU post-independence and premier telecom manufacturing company has won a large contract from the Rural Development Department, Government of Maharashtra to set up, operationalize, rollout and monitor the implementation of Aaple Sarkar Seva Kendra (ASSK) in Gram Panchayats (ASSK-GP) of Chatrapathi Sambhaji Nagar Region, Nagpur Region, and Amaravati Region of Maharashtra. The scope of contract includes one year of system maintenance



and deploying technical manpower. The cost of the project is worth Rs. 167 crore inclusive of the cost of deployment of technical manpower at the ASSK-GP and the entailing Project Management expenses. Speaking on the occasion, Shri Rajesh Rai, CMD, ITI Limited, said, "The project aims to strengthen the Panchayati Raj System by delivering digital citizen services, enhancing transparency, efficiency and accessibility in rural governance. This contract underlines Maharashtra's commitment to grassroots digital governance and reinforces ITI's growing presence in the e-governance sector". Further, Shri Rai added that ITI will explore more such projects in other states where it can use its IT expertise in helping state governments deliver delightful citizen-centric services.

ITI Limited Celebrates 76th Republic Day

ITI Limited celebrated nation's 76th Republic Day with great zeal and enthusiasm at its Corporate Office and across Manufacturing Plants/Units and Marketing, Services & Projects Centers on January 26, 2025. Shri Rajesh Rai, Chairman and Managing Director, ITI Limited participated in the celebration through video conference. Shri Rajeev Srivastava, Director (Finance), ITI Limited unfurled the national flag after inspecting the guard of honour which was followed by salute and national anthem in the presence of Smt S Jeyanthi, Director (Production), and Additional Charge Director (HR), Shri C V Ramana Babu, Director (Marketing), Senior Officers, Representatives of Employees' Union and Officers Association, Officers, Employees and family members.



Speaking on the occasion, Shri Rajesh Rai, CMD, ITI Limited extended his warm greetings to the gathering through video conference. He paid homage to all the martyrs who sacrificed their lives for achieving freedom for our Country and all those who drafted the Indian constitution, the largest democracy in

the world. Shri Rajesh Rai gave an overview of the order book position of the Company, highlighted the status of ongoing projects.

He also urged all the employees to execute the projects to meet the set targets for the year 2024-25 and make all efforts to achieve new milestones, thereby contributing to the nation building.



ITI Limited Celebrates International Women's Day 2025

ITI Limited celebrated International Women's Day with the theme 'For ALL women and girls: Rights. Equality. Empowerment.' complied with the guidelines of Ministry of Women and Child Development, Government of India across its Manufacturing Plants/ Units and MSP's on March 8, 2025. As part of Women's Day celebrations slew of competitions such as passing the ball, bombing the city and fashion/talent show were organized for women employees of ITI Bangalore Plant, Corporate Office, and NS Unit at ITI Bangalore Plant from March 5 to 15, 2025.

As part of International Women's Day celebration, a workshop on 'Prevention of Sexual Harassment (PoSH) at Work Place' was organized at ITI Bangalore Plant for the employees to create awareness of sexual harassment and to prevent it, creating a safe and secure working environment. Ms Sowmya S R, External member for Prevention of Sexual Harassment (PoSH) informed about various duties of employer/employees to curb harassment and how to handle the complaints and recognizing the sexual harassment to preventing it and reporting incidents appropriately as per PoSH ACT, 2013.



To mark the celebration of International Women's Day 2025, a function was organized at ITI Bangalore Plant on March 8, 2025. Shri Rajesh Rai, CMD, ITI Limited presided over the function in the presence of Shri Rajeev Srivastava, Director (Finance), Smt R Vasanthi, GM-B, Unit Head, ITI Bangalore Plant, Shri Rajiv Saxena, GM-NS, Head, NS Unit, Special Guest, Smt Reena Raghu Suvarna, IPS, Assistant Commissioner of Police, Karnataka State Police Service and senior officers and women employees. The event was inaugurated by lighting the lamp by the dignitaries in the presence of senior officers and women employees.



On the occasion, Shri Rajesh Rai shared his thoughts on the theme and spoke about the essence of rights, equality and opportunities for women, challenging roles and contribution of women to family, society and nation. Shri Rajeev Srivastava, Smt R Vasanthi, Shri Rajiv Saxena spoke about women empowerment,

challenges faced by women, role of women in digitization and innovation and their commitment to overcome all obstacles in all areas of life in order to achieve significant progress and contribute to the society.



Special Guest, Smt Reena Suvarna spoke about women's rights that they are fundamental human rights, right to education, right to work, right of equality. She emphasized on the importance of women taking on challenging roles, expressing their thoughts, urging them to

be bold and confident in their abilities to reach their full potential and make a positive impact and contributing to society. The prize winners of women's day competitions of ITI Bangalore Plant, Corporate Office and NS Unit were felicitated by Shri Rajesh Rai, Shri Rajeev Srivastava and Smt Reena Raghu Suvarna on the occasion.



At ITI Mankapur Plant, International Women's Day 2025 was celebrated by organizing various programs and games for women employees. Unit Head and Senior Officers felicitated the prize winners of women's day competitions.

At ITI Naini Plant, International Women's Day 2025 was celebrated by organizing various programs and games for women employees. The prize winners of women's day competitions were felicitated by Unit Head and Senior Officers.



At ITI Raebareli Plant, International Women's Day 2025 was inaugurated Unit Head in the presence of Senior Officers, Shram Devis - Smt Sunita Sachan, Smt Mamta Upadhyay and women employees on March 8, 2025. As part of International Women's Day celebration, a general health check-up camp for women employees was organized by Dr. Humaira Bano, In-charge of ITI Rae Bareli Hospital and Hospital Staff. Multivitamin/multimineral supplements (MVMS) which reduces inadequacies in micronutrient intake were distributed and pledged to address the health-related problems with commitment to improve the health and well-being of the women employees.

ITI Limited Organizes TB Elimination Campaign

The Ministry of Health and Family Welfare launched a '100-day Intensified Campaign on TB Elimination' in its commitment to eliminate Tuberculosis (TB) from India and to ensure TB free India on December 7, 2024. The nationwide initiative was a crucial part of commitment the Department of Health and Family Welfare (DoHFW), Government of India to improve public health across the nation by eliminating Tuberculosis through significant reduction in the incidence and mortality rates. ITI Limited joined the campaign and organized administration of pledge to Officers and Employees for elimination of TB and to ensure 'TB Free India' during the 100-day Intensified Campaign. TB awareness messages were also disseminated on Social Media pages of the Company to create awareness and to eliminate Tuberculosis complied with the guidelines of Department of Telecommunications, Ministry of Communications, Gol.



ITI Limited Organizes Medical Camp for Women Employees

ITI Limited has organized a medical camp for women employees in collaboration with M S Ramaiah Memorial Hospital at ITI Hospital, Bangalore Plant on March 21, 2025. A health talk on Cancer was delivered by Dr. Priyanka, Oncologist from M S Ramaiah Memorial Hospital covering topics such as what is cancer, its causes, diagnosis,



prevention and cure in the presence of Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Smt R Vasanthi, GM-BG, Unit Head, ITI Bangalore Plant, Smt Vinaya Regina Pinto, GM-



R&D and women employees from Bangalore Plant, Corporate Office and NS Unit. The medical camp offered a range of services including general health checkups, Body Mass Index (BMI), Blood pressure, ECG by Dr. (Maj) G Prabhu, Medical Officer and

Staff of ITI Hospital. The camp also offered services for Screenings for Breast Cancer, PAP Smear Test along with consultations with Dr. Priyanka, Oncologist and Dr. Manasa, Gynaecologist from M S Ramaiah Memorial Hospital. This camp aimed to improve health awareness and provide convenient healthcare services to women employees of the Company.



भारत सरकार, गृह मंत्रालय
Government of India, Ministry of Home Affairs

वार्षिक कार्यक्रम 2025-26 / ANUAL PROGRAMME 2025-26

गृह मंत्रालय द्वारा राजभाषा नीति के कार्यान्वयन हेतु निर्धारित लक्ष्य
Targets set by Ministry of Home Affairs for Implementation of Official Language Policy

1 हिंदी में मूल पत्राचार (ई-मेल सहित) Originating Correspondence in Hindi (Including E-Mails)						
क क्षेत्र		ख क्षेत्र		ग क्षेत्र		
क क्षेत्र से क क्षेत्र को From A region to A region	100%	ख क्षेत्र से क क्षेत्र को From B region to A region	90%	ग क्षेत्र से क क्षेत्र को From C region to A region	60%	
क क्षेत्र से ख क्षेत्र को From A region to B region	100%	ख क्षेत्र से ख क्षेत्र को From B region to B region	90%	ग क्षेत्र से ख क्षेत्र को From C region to B region	60%	
क क्षेत्र से ग क्षेत्र को From A region to C region	70%	ख क्षेत्र से ग क्षेत्र को From B region to C region	60%	ग क्षेत्र से ग क्षेत्र को From C region to C region	60%	
क क्षेत्र से क व ख क्षेत्र के राज्य/ संघ राज्य क्षेत्र के कार्यालय/ व्यक्ति From Region A to Offices / Individuals in States / UTs of A & B region	100%	ख क्षेत्र से क व ख क्षेत्र के राज्य/ संघ राज्य क्षेत्र के कार्यालय/ व्यक्ति From region B to Offices individuals in States / UTs of A & B region	90%	ग क्षेत्र से क व ख क्षेत्र के राज्य/ संघ राज्य क्षेत्र के कार्यालय/ व्यक्ति From region C to Offices / individuals in States / UTs of A & B region	60%	
कार्य विवरण				क क्षेत्र	ख क्षेत्र	ग क्षेत्र
2	हिंदी में प्राप्त पत्रों के उत्तर हिंदी में दिया जाना। Letters received in Hindi to be answered in Hindi			100%	100%	100%
3	हिंदी में टिप्पण / Noting in Hindi			80%	55%	35%
4	हिंदी माध्यम से प्रशिक्षण कार्यक्रम / Training programme through Hindi Medium			75%	65%	35%
5	हिंदी टंकण करने वाले कर्मचारी एवं आशुलिपिक की भर्ती। Recruitment of employees utilized for Hindi Typing, Stenographers			80%	70%	45%
6	हिंदी में डिक्टेशन/ की बोर्ड पर सीधे टंकण (स्वयं तथा सहायक द्वारा) Dictation in Hindi / Direct typing on key-board (Self and by the Assistant)			70%	60%	35%
7	हिंदी प्रशिक्षण (भाषा, टंकण, आशुलिपि) / Hindi Training (Language, Typing, Stenography)			100%	100%	100%
8	द्विभाषी प्रशिक्षण सामग्री तैयार करना / Preparing of Bilingual training material			100%	100%	100%
9	जर्नल और मानक संदर्भ पुस्तकों को छोड़कर, पुस्तकालय के कुल अनुदान में से डिजिटल सामग्री अर्थात् हिंदी ई-पुस्तक, सीडी/डीवीडी, पैनड्राइव तथा अंग्रेजी और क्षेत्रीय भाषाओं से हिंदी में अनुवाद पर व्यय की गई राशि सहित हिंदी पुस्तकों की खरीद पर किया गया व्यय। Expenditure for the purchase of Hindi books etc., including digital material i.e. Hindi e-books, CD/DVD, Pen drive including amount incurred on Hindi translation from English & regional languages out of the total library grant excluding journals and standard reference books.			50%	50%	50%
10	हिंदी और अंग्रेजी दोनों भाषाओं में काम करने की सुविधायुक्त इलेक्ट्रॉनिक उपकरणों जिनमें कंप्यूटर भी शामिल है, की खरीद। Purchase of all electronic equipment's including computers having bilingual i.e. Hindi and English working facility.			100%	100%	100%
11	वेबसाइट द्विभाषी हो / Website bilingual			100% (द्विभाषी) 100% (Bilingual)		
12	नागरिक चार्टर तथा जन सूचना बोर्ड आदि द्विभाषी रूप में प्रदर्शित किए जाए। Citizen charter and display of public interface information board bilingual			100% (द्विभाषी) 100% (Bilingual)		
13	(i) मंत्रालयों/विभागों और कार्यालयों के अधिकारियों (उ.स./निदे./सं.स.) तथा राजभाषा विभाग के अधिकारियों द्वारा अपने मुख्यालय से बाहर स्थित कार्यालयों का निरीक्षण (कार्यालयों का प्रतिशत) Inspection by Ministries / Departments / Offices of their Offices located outside their Headquarters by the officer (DS/Dir/JS) and officers of OL section. (% of Offices)			30% (न्यूनतम) 30% (Minimum)		
	(ii) मुख्यालय में स्थित अनुभागों का निरीक्षण। Inspection of sections at Headquarters.			30% (न्यूनतम) 30% (Minimum)		

	(iii) विदेश में स्थित केंद्र सरकार के स्वामित्व एवं नियंत्रण के अधीन कार्यालयों/उपक्रमों का संबंधित अधिकारियों तथा राजभाषा विभाग के अधिकारियों द्वारा संयुक्त निरीक्षण। Joint inspections by the officers Concerned & those of the Departments of Official Language of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government.	वर्ष में कम से कम एक निरीक्षण At least one inspection in a year.		
14	राजभाषा संबंधी बैठकें। Meetings regarding Official Language			
(क)	हिंदी सलाहकार समिति। Hindi Salahakar Samiti	वर्ष में 2 बैठकें 02 meeting in a year		
(ख)	नगर राजभाषा कार्यान्वयन समिति। Town Official Language Implementation Committee.	वर्ष में 2 बैठकें (प्रति छमाही एक बैठक) 02 meeting in a year (one meeting in every six months)		
(ग)	राजभाषा कार्यान्वयन समिति। Official Language Implementation Committee.	वर्ष में 04 बैठकें (प्रति तिमाही एक बैठक) 04 meetings in a year (One meeting in every quarter)		
15	कोड, मैनुअल, फर्म, प्रक्रिया साहित्य का हिंदी अनुवाद। Translation of Codes, Manuals, Forms, Procedural Literature	100%		
16	मंत्रालयों/ विभागों/ कार्यालयों/ बैंकों/ उपक्रमों के ऐसे अनुभाग जहां संपूर्ण कार्य हिंदी में हो। Sections of the Ministries/ Departments/ Offices/ Banks/ Undertakings where entire work to be done in Hindi	45%*	35%*	25%*
	(न्यूनतम अनुभाग) *सार्वजनिक क्षेत्र के उन उपक्रमों/निगमों आदि, जहां अनुभाग जैसी कोई अवधारण नहीं है, "क" क्षेत्र में कुल कार्य का 45%, "ख" क्षेत्र में 30%, "ग" क्षेत्र में 20% कार्य हिंदी में किया जाए। (Minimum Sections) 45% in 'A' Region, 30% in 'B' Region and 20% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of sections.			
	(न्यूनतम अनुभाग) *सार्वजनिक क्षेत्र के उन उपक्रमों/निगमों आदि, जहां अनुभाग जैसी कोई अवधारण नहीं है, "क" क्षेत्र में कुल कार्य का 45%, "ख" क्षेत्र में 30%, "ग" क्षेत्र में 20% कार्य हिंदी में किया जाए। (Minimum Sections) 45% in 'A' Region, 30% in 'B' Region and 20% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of sections.			

राजभाषा विभाग निगमित कार्यालय

आईटीआई लिमिटेड, निगमित कार्यालय, राजभाषा विभाग का राजभाषा कार्यान्वयन नीति से संबंधित निरीक्षण ।

आईटीआई लिमिटेड, पंजीकृत एवं निगमित कार्यालय का दिनांक 18.02.2025 को श्री सु. बालचंद्र अय्यर, उप महानिदेशक (समन्वय एवं प्रशासन) तथा श्री कमल स्वरूप, उपनिदेशक (राजभाषा) संचार मंत्रालय, दूरसंचार विभाग, भारत सरकार द्वारा कार्यालय में हिंदी के प्रगामी प्रयोग तथा राजभाषा नीति के कार्यान्वयन से संबंधित कार्यों का निरीक्षण किया गया। निरीक्षण के दौरान निगमित कार्यालय के श्री साजन अब्राहम, महाप्रबंधक - मानव संसाधन एवं राजभाषा तथा श्रीमती श्यामला एम, सहायक प्रबंधक - राजभाषा उपस्थित थे। निरीक्षण के दौरान उन्होंने निगमित कार्यालय के कार्मिकों द्वारा हिंदी में किए जा रहे कार्यों एवं विभिन्न



विभाग/अनुभागों द्वारा राजभाषा विभाग को भेजे जा रहे हिंदी के प्रगामी प्रयोग से संबंधित कार्य विवरण चर्चा की एवं सभी विभाग/अनुभागों द्वारा प्रयोग किए जा रहे आवक एवं जावक रजिस्ट्रों एवं प्रयोग में लाए जाने वाले फाईलों का विस्तार से निरीक्षण किया।

निरीक्षणकर्ता अधिकारियों ने आईटीआई लिमिटेड के निदेशक-वित्त को निरीक्षण से संबंधित सभी पहलुओं की जानकारी देते हुए आशा व्यक्त की कि भविष्य में भी आईटीआई हिंदी के प्रचार एवं प्रसार में इसी प्रकार से सतत् प्रयासरत रहेगा।



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राजमर्मा के कार्यों में प्रयोग किए जाने हेतु टिप्पणियाँ Noting's for use in day-to-day Official Work

1	Accord approval / Sanction to	कृपया अनुमोदन / मंजूरी प्रदान करें
2	Advice accordingly	तदनुसार सूचित करें
3	Agenda for the Meeting is put up	बैठक की कार्यसूची पेश की जाती है
4	Already been sent	भेजी जा चुकी है
5	Approval may be accorded	अनुमोदन प्रदान किया जाए
6	Approved	अनुमोदित
7	Await reply	उत्तर की प्रतीक्षा करें
8	Brief note is placed below	संक्षिप्त नोट नीच रखा है
9	Case is under consideration	मामला विचाराधीन है
10	Checked and found correct	जाँच की और सही पाया
11	Connect previous papers	पिछले कागज साथ लगाएँ
12	Decision is awaited	निर्णय की प्रतीक्षा है
13	Delay is regretted	देरी/विलंब के लिए खेद है
14	Discussed	विचार-विमर्श किया गया/चर्चा की गई
15	Do the needful	आवश्यक कार्रवाई करें
16	Draft is put up for approval	प्रारूप अनुमोदनार्थ प्रस्तुत है
17	Early action please	कृपया शीघ्र कार्रवाई करें
18	Expedite action	कार्रवाई शीघ्र करें
19	Ex-post sanction is accorded as proposed	यथाप्रस्तावित कार्योत्तर मंजूरी प्रदान की जाती है
20	Fix a date for the meeting	बैठक के लिए कोई तारीख निश्चित की जाए
21	For approval please	अनुमोदन के लिए
22	For concurrence please	सहमति के लिए प्रस्तुत है

23	For kind consideration	कृपापूर्ण विचारार्थ प्रस्तुत है
24	For perusal please	अवलोकनार्थ
25	For signature please	हस्ताक्षर के लिए
26	Furnish Details	विवरण प्रस्तुत करें
27	I Agree	मैं सहमत हूँ
28	I disagree	मैं असहमत हूँ
29	Immediate Action please	तत्काल कार्रवाई करें
30	Interim reply may be given	अंतरिम उत्तर भेज दिया जाए
31	Issue as amended	यथा संशोधित जारी कीजिए
32	Keep in abeyance	आस्थगित रखा जाए
33	Keep pending	निर्णयार्थ रोक रखा जाए, लंबित रखा जाए
34	Kindly acknowledge receipt	कृपया पावती भेजें
35	Kindly confirm / consider	कृपया पुष्टि / विचार करें
36	Kindly countersign	कृपया प्रतिहस्ताक्षर करें
37	Kindly expedite disposal	कृपया शीघ्र निपटारा करें
38	Kindly expedite reply	कृपया शीघ्र उत्तर करें
39	Kindly look into it	कृपया इसे देख लें
40	Kindly review the case	कृपया मामले पर पुनर्विचार करें
41	May be approved	अनुमोदित किया जाए
42	May be considered	विचार किया जाए
43	May be deferred	आस्थगित रखा जाए
44	May be obtained	प्राप्त किया जाए
45	May be permitted	अनुमति दे दी जाए
46	May be sanctioned	मंजूर किया जाए

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WRITE TO DOORVANI



The magazine invites contributions from readers and employees to add value to the publication. The editor reserves the right to edit/ select/ reject the article. Please send your write-ups/ articles/ information/ suggestions to doorvani_crp@itilttd.co.in

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