मूल पत्राचार / Original Correspondence

क्र.सं/ S.No	दिनांक/Date	फाइल सं./File No.	विषय / Subject	द्विभाषी / हिंदी में भेजे गए पत्र/पत्रों की संख्या क्षेत्रावार / Letters issued Region-wise (Target is 55%)		
				क क्षेत्र	ख क्षेत्र	ग क्षेत्र

- **Region A – Delhi, Haryana, Rajasthan, MP, UP, Bihar, Uttarkhand, Jharkhand, Chattisgarh, HP, Andaman & Nicobar Islands.**
- **Region B- Punjab, Gujarat, Maharasthra & Chandigarh (UT), Daman & Diu and Dadra & Nagar Haveli.**
- **Region C- States other than A& B.**

नियम 5 व नियम 11 का अनुपालन / Compliance of Rule 5 & 11

क्र.सं/ S.No	दिनांक/Date	फाइल सं./File No.	विषय / Subject	नियम 5 व नियम 11 का अनुपालन / Compliance of Rule 5 & 11

- **Compliance of Rule 5: Letters received in Hindi / Replied in Hindi 100%**
- **Compliance of Rule 11: Rubber Stamps/Heading and entries of Registers/Service books/Letter heads/Files/Folders/Forms/Envelops etc. are to be prepared in Bilingual.**

हिंदी में लिखी गईं टिप्पणियां / Notings written in Hindi

क्र.सं/ S.No	दिनांक/Date	फाइल सं./File No.	विषय / Subject	हिंदी में लिखी गई टिप्पणियों की संख्या / No. of Notings written in Hindi (Target is 30%)

- **Number of pages can be calculated in numbers i.e., if is one word/one sentence/half page calculated as half mark and more than half page calculated as one mark.**

धारा 3(3) का अनुपालन /Compliance of Under Section 3(3)

क्र.सं/ S.No	दिनांक/Date	फाइल सं./File No.	विषय / Subject	धारा 3(3) के अंतर्गत जारी कागजात / Documents issued Under Section 3(3)

- **This includes General Orders, Memorandums, Resolutions, Notifications, Rules, Agreements, Contracts, Tender Notices, Parliament Questions, Press communiqués/Release, Licences, Permits, Administrative Reports, Permits.**