

**CITIZEN CHARTER
OF
DEPARTMENT OF ART, CULTURE & LANGUAGE**

Introduction

The Art, Culture & Language Department of Govt. of NCT was set up in September 1999 with the sole aim for working for propagation, promotion and development of Language, literature, art and culture as an integral part of composite culture of Union Territory of Delhi. The Art, culture and Language Department is the Administrative Department of Six Language Academies viz. Punjabi, Hindi, Urdu, Sanskrit, Sindhi, Maithili Bhojpuri, Goswami Girdhari Lal shastri Prachya Vidhya Prathisthanam (GGLSPVP), Sahitya Kala Parishad (SKP), Archives and Archeology Department. The SKP, 06 Language Academies and GGLSVP are autonomous bodies and receive 100% grant-in-aid from the Govt. of NCT of Delhi.

2. Vision of the Department

For working for propagation, promotion and development of Language, literature, art and culture as an integral part of composite culture of Union Territory of Delhi

3. Mission of the Department

The Art, Culture & Language Department organizes academic, literary, language propagation as well as cultural activities like Music & Dance Programms, Seminars, Symposiums, Poet Meets, Plays and Publications etc. These activities are carried out through Sahitya Kala Parishad (SKP) and the Six Language Academies mentioned above. Besides above, the Department of Archives preserve the records of GNCT of Delhi in its custody, and encourages by digitalization, Administering and conservation of records scientifically,. Department of Archeology is protecting and conserving the monuments in Delhi other than those maintained by the Archaeological Survey of India, Govt. of India. The primary activities of the Archaeology Department includes survey, listing, documentation & protection of monuments; conservation, preservation and beautification of monuments; setting up of archaeological museum; archaeological explorations and excavations; educational activities; bringing out departmental publications and mass awareness programme etc.

4. Activities of Art, Culture and Language Department

- (i) **Delhi Celebrates:-**The Department through its Six Language Academies, & SKP has been organizing a series of literary and cultural programmes under the theme of “Delhi Celebrates” for the last four years and the same is enthusiastically received by the people of Delhi. In this series, a number of programmes like Classical Musical Festival, Ramayana Show, Plays like ‘ Tughlaq, Urdu Heritage Festival, Sindhi Sufi Music Festival, Mushairas, Qawwalis, Lok Utsav, Lok Bimb and Sindhi folk Music Festival etc. have been organized at historical places like Qutub Minar, Lal Qila, Dilli Haat, Central ParK Connaught Place, Kotla Firozshah and Talkatora Stadium.
- (ii) **Implementation of the Official Language Act:-** The Official Language Act 1963, the Official Language Rules 1976 and Delhi Language Official Act,2000 and instructions and orders issued there under are implemented through annual programme issued by Official Language Deptt. Ministry of Home Affairs, Govt. of India.

(iii) **Promotion of Hindi, Urdu and Punjabi Language:-** Hindi workshops are organized in different department of Govt. of NCT of Delhi and autonomous bodies viz. MCD, NDMC, Delhi Police, Delhi Jal Board, Delhi Transco Ltd with a view to increase the progressive use of official Language Hindi in day to day office work. For the promotion of Hindi, various Competitions like Essay, Noting Drafting, Good Handwriting, typing and Shorthand are organized in which Officers/Officials participate and successful officer/official are awarded with cash prizes, mementos and certificates in the prize distribution function annually. For the promotion of the Second official Language i.e. Urdu & Punjabi similar programmes including workshops and Urdu/Punjabi teaching classes are organized.

(iv)**Financial Assistance:-** Financial Assistance is being given to Research Scholars, Students Poets and Writers by all the Language Academies for the promotion and propagation of their respective Language. The department also processes application for financial assistance from Delhi Kalyan Samiti and Govt. of India to NGOs/registered cultural institutions and allotment of land for various cultural organizations.

(v) **Annual Literary Awards:-** Annual Literary Awards are also being conferred by all the Language Academies to literary figures, writers, poets and journalists for their contribution in their respective language.

(vi) Summer Workshop for Children:- To promote budding talents Summer Workshop for Children in the field of music, dance, drama and fine arts are organized in different centres in various parts of Delhi by the Academies and SKP.

5. **Activities of Department of Archaeology** is striving to preserve the cultural heritage of Delhi. The department has launched an ambitious project to preserve and conserve the built heritage of local importance under the provisions of The Delhi Ancient and Historical Monuments and Archaeological Sites and Remains Act-2004. The department has successfully completed survey & documentation of 215 out of 255 monuments and conservation of 48 lesser known monuments in various parts of Delhi.
6. **Activities of Department of Archives:-** Archives Department is issuing off certified copies of Sub- Registrar Office Record under the provision of Registration Act, 1908 and this service is provided to Citizen in 21 days. The Department has undertaken the conservation of archival records with a view to preserve the cultural & Historical heritage of Delhi for posterity. Digitization and Microfilming of archival records by using customized Data Management Software for quick access of information online by the users is also being planned.

7. Schemes of Art, Culture & Language Department

(i) LIBRARY FACILITIES TO NGOS:

Library Facilities in all the seventies Assembly constituencies in the areas of weaker sections of the society are provided through NGOs so as to inculcate the reading habits amongst the public in general and younger population in particular amongst the weaker sections of the society. At present 108 libraries are being run by the NGOs. About 32 libraries are likely to be opened in the year 2015-2016.

The NGOs, associated with the Scheme are required to provide sufficient accommodation for 30 readers at a time and also for display of Newspapers, magazines, Periodicals etc. They also required to provide furniture and fixtures according to the need and to ensure that a healthy and hygienic condition for the readers in the library. Detailed

Detailed Terms & Conditions of Opening of Libraries and quantum of grant (Pattern of Assistance) is available on the website of the department.

(ii) GRANT –IN- AID TO RAJA RAM MOHAN ROY LIBRARY FOUNDATION:

This scheme has been devised by Govt. of India with a view to promote and support the library movement in the country by providing adequate library services and developing reading habits all over the country. Assistance and co-operation of the State Government/Union Territories is required to achieve the objectives of this scheme. Detail in this regard is available on the website.

(iii) Grant in Aid to Lal Bahadur Shastri Sewa Niketan:

Grant-in-aid @ Rs. 6.00 lakh per annum is to be provided to Lal Bahadur Shastri Sewa Niketan (NGO) for a library under this plan scheme.

8. Training of Hindi Typing/Shorthand:

Art, Culture and Language Department run classes of Hindi Typing and Shorthand at Room No. 20, Second Floor, Old Civil Supply Building, Tis Hazari, Delhi with the purpose to promote the Hindi Language in Govt. Institution. All employees of Delhi Govt. Departments, Autonomous Bodies, Local Bodies, Corporations, Boards, etc are eligible to get admission in these courses. The duration of the course is six month. Applications for these courses are invited from the interested candidates in the month of March-April and September-October in every year. Detail in this regard is available on the website.

9. Translation work for Hindi/English to Urdu/Punjabi and vice-versa: The translation work for Govt. Department is carried out through the Department.

10. Programs for promotion of Official Language

With a view to increase the progressive use of Hindi in the Departments of Govt. of NCT of Delhi, a number of schemes have been introduced which include the following:-

- (i) Purchase and distribution of books.
- (ii) Meetings, Conferences and Seminars on official language.
- (iii) Celebration of Hindi Day/Week.
- (iv) Collaborative programs with other Language Academies.
- (v) Training in Noting, Drafting (Language Workshop).

Incentives are provided to employees by organizing competitions to encourage and update the officials for the use of Hindi, Urdu and Punjabi Language for official purpose. The meritorious trainees are given Cash Awards, Mementos and Certificates.

Besides, the official work in Hindi in different departments of Govt. of NCT of Delhi is also evaluated. The Officers/Officials who satisfy the approved parameters are awarded mementos and other prizes for their outstanding performance for use of Hindi.

11. Miscellaneous

(i) The department also processes application for financial assistance received from Delhi Kalyan Samiti and Ministry of Culture, Govt. of India to NGOs/registered cultural institutions.

(ii) The department examines the cultural aspect of organizations on their request for allotment of land received through Urban Development Department.

Right to Information Act

The Department of Art, Culture & Language has initiated necessary steps towards implementation of the Right to Information Act, 2005. The details of Public Information Officer and First Appellate Authority under RTI Act,2005 is as under:

S.No.	Designation & Address	Designated as
1.	Spl Secretary(ACL)/ Director (Archives & Archaeology), Department of Art, Culture & Language	First Appellate Authority
2.	Head of Office, Department of Art, Culture & Language, Government of NCT of Delhi, 'C' Wing, 7 th Floor, Delhi Secretariat, New Delhi-110002 Ph: 011-23392043 Email: rajesh771968@yahoo.in	Public Information Officer
3.	Supdt. Department of Art, Culture & Language Government of NCT of Delhi, 'C' Wing, 7 th Floor, Delhi Secretariat, New Delhi-110002 Ph: 011-23392043 Email: supdtacl@gmail.com	APIO

GRIEVANCES REDRESSAL MECHANISM

Major initiatives for ensuring transparency, rationalization of procedures, financial accountability of technique, involvement of public and an effective redressal of public grievances have been taken Spl. Secretary (ACL), Head of Office (ACL) and Secretary (Language Academies, SKP) and Director (Dr. GGLSPVP) is also the Competent Authority to look into the grievances with regard to the services provided.

OFFICERS OF ART, CULTURE AND LANGUAGE DEPARTMENT

Designation	E-mail	Phone
Secretary (Art & Culture)	secyart@nic.in	23392143
Secretary (Language)		23392073
Spl Secretary (ACL)		
Dy. Secretary (ACL)	rajesh771968@yahoo.in	23392043

OFFICERS OF LANGUAGE ACADEMIES, SAHITYA KALA PARISHAD, DR GOSWAMI GIRDHARI LAL SHASTRI PRACHYA VIDYA PRASTISHTHANAM

Designation	E-mail	Phone
Secretary (SKP)	sahityakalaparishad@gmail.com	26515993
Secretary (Hindi Academy)	hindiacademydelhi@gmail.com	23690274
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Director, Dr. Goswami Girdhari Lal Shastri Prachya Vidhya Prastishthanam	drgglsvpvpratishtanam@gmail.com	23520859

