

Areas of Translation

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Course Introduction

This course titled ‘**Areas of Translation**’ (MT-013) is designed for M.A. in Translation Studies (MATS) is the fourth course in the programme. As the title of the course suggests, it covers various areas of translation. In this context, the present course discusses the status, need and other dimensions of translation in various fields.

Translation acts as a bridge to establish dialogue between speakers of different languages. If we consider the history of the need for translation, we find that through translation between different language-speakers, this dialogue-contact started at the oral or written level and came into existence due to the diversity of languages. The development of human civilization made the need for translation imperative. With the passage of time, the presence of translation in various fields of human life became widespread. Rapid development in the field of science and technology has further expanded the scope of translation and its need. The situation has become such that today translation is also raising the possibilities of entering new fields.

In this way we can say that the wideness of translation has also made its areas very wide. Among the many fields of translation, the main ones are notable – literature; mass media; administration; parliament; law; knowledge, science and technology; education; tourism; and banking etc. These areas can be seen broadly as the area of literary and non-literary subjects. In literary subjects, there are genres of literature like poetry, drama, one act play, short story, novel, essay etc. This literature is basically pleasure-oriented. On the other hand, in non-literary subjects, subjects of knowledge and science come, which are mainly knowledge and information-oriented. Mass communication, administration, law, social sciences, science and technology, education, tourism, banking etc. are non-literary subjects.

Here we would like to state that ‘M.A. in Translation Studies’ (MATS) programme has independently designed courses on translation in the field of literary subjects and mass media. Both these courses are MTT-015 (Translation and Literature) and MTT-016 (Translation and Mass Communication), therefore, ‘Literary Translation’ and ‘Media Translation’ are not included as areas of translation in the offered course (MTT-013).

This Course consisting of 15 units is divided into four blocks.

The first Block deals with the ‘**Translation of Administrative and Parliamentary Literature**’. Three of the four units included in this Block deal with Administrative Translation. These include various aspects such as the nature of the Administrative Language and the role of translation in Administration. The next two units of the Block deal with various types of administrative literature in the context of translation. The last unit of the Block deals with translation in Parliament.

The second Block deals with the ‘**Translation of Knowledge Text**’. There are four units in this block. In this Block, the main branches of knowledge have been discussed in the context of nature, linguistic features and translation. Humanities, Social Sciences and Sciences are the main branches of knowledge-related literature. An attempt has been made to develop the students’ translation-understanding through serious discussion on various dimensions related to translation in these areas of knowledge.

In the third Block titled ‘**Legal Translation**’, the meaning and form of legal literature, the language of law and the statutory provisions as well as the development of legal terminology, etc. have been discussed. Along with this, the need for translation of legal literature, its

prerequisites and problems etc. have also been considered in this Block. All these dimensions related to law were presented into three units of this Block.

The fourth and final block of the Course is related to '**Other Areas of Translation**', which consists of a total of four units. These units highlight the role of translation in the fields of Commerce, Banking, Tourism and Education. In each unit, aspects such as the need, status, challenges and possibilities of translation have been discussed in the specific field of translation.



Block 1
**Translation of Administrative and Parliamentary
Literature**

Unit 1

Language of Administration and Translation

Unit 2

Translation of Administrative Correspondences-I

Unit 3

Translation of Administrative Correspondences-II

Unit 4

Translation in Parliament

Introduction to Block 1

The first Block of the '**Areas of Translation**' (MTT-013) course deals with **Translation of Administrative and Parliamentary literature**. In this Block, translation related dimensions in the field of administration and in Parliament have been discussed. The field of administration in our country is a big and important area of translation. Keeping this in mind, the focus has been on the translation of administrative literature along with the language and features of administration. Administration is the part of the Executive, and the Parliament is part of Legislature. In this Block, information about the role of translation in the functioning of the legislature has also been given.

There are four units in this Block.

Unit-1 '**Language of Administration and Translation**' deals with the use and translation of Hindi as the Official Language. In this unit, it has been explained first what is meant by Administration. Mentioning the scope of Administration in the Unit, the historical context of Hindi in Administrative work have been discussed. Along with this, the characteristics of Administrative language, use of Hindi in administrative work and need of translation in Administrative functioning have also been discussed. The arrangements related to translation and translation training in administration and the prerequisites in this work have also been explained.

Units 2 and 3 deal with translation of Administrative literature. Of these, in Unit 2 '**Translation of Administrative Correspondences-I**', various types of administrative literature have been first introduced. Under these types mainly administrative correspondence, office memorandum, notification, press note and press release, endorsement, tender, office order, circular, procedure literature (manual report) etc. have been included. After discussing about different types of administrative literature, this unit also explains about different types of administrative letters and office memorandum and their translation.

In Unit-3 '**Translation of Administrative Correspondences-II**', translation of other major types of administrative literature (circulars, office orders, notifications, forms, procedural literature) has been discussed.

In the Unit-4 '**Translation in Parliament**', the place and functioning of Parliament in the Constitution of India, the languages of parliamentary practice and the role of translation have been highlighted. Along with this, two directions of translation in the Parliament have been explained. These are - written translation; and oral translation (i.e. interpretation). In this unit, the general aspects of translation in parliamentary functioning have also been discussed. General Aspects include translation of Technical Terminology, parliamentary expressions, rhetorical-humorous expressions and idioms-proverbs. In addition, the Unit discusses with illustrative examples the nature of translation in various functions of Parliament such as parliamentary questions, bills, parliamentary debates, summaries of parliamentary debates as well as budget presentation in Parliament and translation etc.

Unit 1 Language of Administration and Translation

Structure

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- 1.3 Characteristics of Administrative Language
 - 1.3.1 Comprehensibility and Unanimity
 - 1.3.2 Impersonality
 - 1.3.3 Use of Imperative or Suggestive Sentences
 - 1.3.4 Nature of Formal Language
 - 1.3.5 Tradition of Precise and Systematic Writing
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 - 1.3.7 Administrative Expressions
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- 1.5 Hindi as Official Language : Constitutional and Statutory Provisions in India
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 - 1.9.5 Use of Technical Terminology
- 1.10 Let Us Sum Up
- 1.11 Exercises
- 1.12 Suggested Readings

1.0 Objectives

After reading this unit, you will be able to state :

- the meaning and scope of administration and the specialty of its language;
- historical context of Hindi in administration and various constitutional-legal provisions related to official language;
- difference of Administrative Hindi from General and Literary Hindi;
- Need and arrangements of translating administrative work and translation training; and
- basic requirements of Administrative Translation.

1.1 Introduction

Among the various fields of translation, the field of administration is the most important and extensive field. There is a huge demand for translators in this field. Keeping this in mind, in this unit we will first discuss the meaning, scope and linguistic features of administration.

Also, the historical context of Hindi as an administrative language and the constitutional-statutory status of Hindi as an official language have been discussed in the unit. We will also consider in detail different aspects such as what constitutional-statutory provisions have been made in this regard, what is the need for Hindi translation in administration, at what levels does Hindi differ from common Hindi and literary Hindi, what is the form of translation of administration today. In this context, it is also worth keeping in mind that what is the arrangement for the training of translators in administrative works. We will also clarify that what facts should be kept in mind while doing translation for administrative translation. At the end of this unit, we will explain other different aspects of administrative translation like language usage, syntax, use of technical vocabulary, use of correct synonyms, how administrative translator differs from other translator etc.

1.2 Administration and its Language : Meaning and Scope

Apart from being a powerful medium of expression, language is also an object of social behaviour. Therefore, through the language, the caste diversity of its speaking groups, their synthetic culture etc. is expressed. India is a multi-lingual and multi-cultural nation. Many languages, sub-languages and dialects are practiced here from Kashmir to Kanyakumari. Despite all the differences in the culture of different language-societies, we see only unity and this unity is emotional unity.

In order to establish emotional unity in the country, it is necessary for us to accept any one of the different languages. Just as every country has its own flag as its symbol, which is designated as 'national flag', in the same way every country has a language which has a universal character as a medium of expression and that language is called 'Official Language (OL)' (Rajbhasha) or 'Language of Administration'.

Regarding Official Language, Acharya Devendra Nath Sharma says that – 'The language which is used in administration-legislative, executive and judiciary areas is called official language'. Dr.K.C. Bhatia has called 'Rajbhasha as the language of administrative works. In this way, the language used in government offices i.e. administration can be called 'administrative language' or 'Office Language'. This means that the form of language which is spoken, written and understood by the majority of people throughout the country should be the language of administration or the official language.

Hindi language has all the qualities required to become an administrative language, so Hindi is our administrative language or official language. 'Administrative Hindi' is called 'Official Hindi' or 'Official Hindi' in special context. Based on the structural features of the language, these three words are used for the same type of Hindi.

Before understanding the administrative language, it is necessary to understand the meaning of 'Administration' and its scope.

'Administration' and its Scope

The smooth management of the governance or practice of the state is 'administration'. According to Brecht, the main concern of administration is with the functioning of administration. Rules, procedures, functioning, memorandum etc. come under administration, i.e. division of work, authority and responsibility, discipline, unity of command, unity of management, centralization of personal interest, contact among officials, order, justice, Administration is related to stability, motivation and co-operation etc. in the employees. Therefore, administration refers to discipline, regulation, planning, implementation and evaluation of works related to public welfare.

The scope of administration has become so wide in the modern context that it is difficult to tie it within a limited scope. But since we are considering the administration here as related to the procedures of the Centre and the State, therefore, in the area of administration, apart from Ministries, Departments, Subordinate Offices, Attached Offices, Government Banks, Limited Companies, Co-operative Banks, autonomous bodies working under government control, public sector undertakings etc. are covered under it. The Official Languages Rules, 1976, made by the Government of India for the official purposes of the Union, mainly include the following institutions under the Central Government :

- a. Any office, department or ministry of the Central Government.
- b. Any office of the commission, committees and authority appointed by the Central Government.
- c. The office of the Central Government includes the office of any corporation or company owned or controlled by the Central Government.

Similarly, the definition of the office of the State Governments includes the offices of the State Governments having the above nature.

Now, it is also necessary to know where are the areas of use of Hindi in the administration. After giving place to Hindi as the official language in the Constitution, the question arises that in which areas of administration this language is being used. Generally in all the provinces of 'A' region, most of the work is done in Hindi language. Companies established in these areas have to communicate with the local or central administration mostly in Hindi. Correspondence with Court, Tehsil, Municipality, Electricity Board, Collectorate, law and order related offices is also done in Hindi. Administration plays an important role in dealing with various areas of its organization, not only from outside companies and state government offices located in that area. Action taken by the administration regarding the purchase of stationery and various items required for the organization is done in Hindi; and name plates, rubber seals etc. are made in Hindi. Actions related to estate like land acquisition, orders for allotment of residential quarters are also issued in Hindi. In the Central Despatch Section, which is the main part of the administration, the addresses etc. on letters sent to other places are written in Hindi. In addition to this, other areas of administration related to the employees of the organization establishment, welfare, industrial relations, security etc., Administrative Hindi is also used in these areas.

1.3 Characteristics of Administrative Language

The language used in administration or governance is called 'administrative language'. The form of administrative language is different from that of common language. Its entire form is based on the specific functioning of the government and it is also governed by the underlying principles behind the functioning. In fact, the government is an abstract entity. Its rights are not exercised by any particular officer but by a group of officers. These government officials are divided among different officials of the government machinery at different levels. This is the reason why there is absence of real subject in the structure of Administrative Hindi, especially 'Official Hindi'. Even if the real subject is used in the functioning of the government, it is either indirectly or symbolically. Any decision of a government official is not his personal decision. It is a decision of an abstract or invisible government which has given one of its many rights or a part of it to an officer on its behalf and that officer exercises it on behalf of the abstract government.

Administrative language is related to government employees, officers as well as common people i.e. the language behaviour of both the people who are making arrangements for the

administration and for whom they are doing it is related to it. Therefore, depending on the nature of the language of official work, there are few characteristics of official or administrative language, which are being introduced further.

1.3.1 Comprehensibility and Unanimity

Comprehension and unanimity are the first conditions of administrative language. In order to maintain the comprehensibility and unanimity, the denotative language is used in the official literature. With the use of denotative use, the administrative language takes a completely unanimity form. This brings clarity to the text. It is necessary to state the subject matter in clear words. For example, a person receives a letter from the 'Delhi Jal Board' that he has not paid the water bill for the last four years, so now he is warned to pay the dues as soon as possible otherwise his 'water connection' will be disconnected. This thing should be said in a direct and simple manner so that the person can understand it as soon as possible because it may happen that the person to whom the letter has gone is not much educated. Therefore, he will not be able to understand that letter by using excessive symbolic vocabulary.

The language used in administration to be self-explanatory and comprehensible, it is expected that its syntax should be monotonous and not ambiguous. In this minimum ambiguity and maximum formal language is expected.

1.3.2 Impersonality

In the government system, the distribution of rights takes place in a definite order. Therefore, every officer either obeys the orders of his higher authority or gives orders to the lower authority or informs about the decisions of the government. In other words, the government official has no personal connection with the government order. That officer says in impersonal form without saying anything in personal form; like, 'The letter is being sent.' The person in the office is a part of the administration, so all the letters of the office are written on behalf of the administration. Therefore, there is predominance of passive voice in administrative language because in this the statement is not person-relative but person-neutral. For example, look at the following expressions in English :

- I am directed to inform you
- I am directed to request you
- I am directed to ask you
- Draft as amended is put up
- Draft reply is put up for approval
- Under his signature and seal
- Waiting list may be renewed
- Submitted for perusal

1.3.3 Use of Imperative or Suggestive Sentences

There are many categories of employees in the administrative system. Some are officers and some are subordinate employees. Then there is another employee below the subordinate employee. Orders are exchanged between them. Due to the tradition of following orders and implementation of orders in the administrative system, imperative or suggestive sentences are used more. But it is to be noted that even while giving orders on a matter to his subordinate, he do not use Subject. For example:

- Get the approval of the ministry.
- Issue this letter soon.
- Reply to this letter should be withheld for now.
- Dispatch today.

1.3.4 Nature of Formal Language

The entire environment of the administration system is based on the chain, so special care is taken of etiquette in the language of administration. In the language of administration, etiquette is due to formality. Generally, when we talk among ourselves, we become informal there as well, but mostly formal language is used in the administrative office. This formality and etiquette is visible everywhere in administrative correspondence. For example, many types of formal expressions are used at the beginning and end of a letter. For example - 'sir', 'dear sir', 'yours', 'yours faithfully', 'with warm regards', 'thanking you' and 'regards' etc.

1.3.5 Tradition of Precise and Systematic Writing

Administrative literature has a stereo-type structure. There is a precise, definite and systematic writing tradition of official language. While preparing this type of literature, the same binding convention is followed. It means, a certain writing style is used, followed. For example, see the following official notes:

- Enquiry may be completed and its report submitted at an early date.
- The proposal is self-explanatory. It may be accepted.
- We are not concerned with this.
- Delay in returning the file is regretted.

Due to the definite writing style of Administrative literature, we see similarities in many things. For example, see the following standard expressions of the language of administrative letters:

- The undersigned is directed to acknowledge the receipt of your letter No..... dated.....
- With reference to your letter No..... dated, I am directed to say that, I am directed to inform you.....)
- Information has already been sent under this office letter No..... dated.....
- Ministry of.....have not yet returned our file. We may send a DO reminder under advice to the.....

In the above examples you must have noticed that date, reference number, ministry-department etc. have been mentioned in a particular structure/style.

1.3.6 Specific Terminology

The words related to different subjects come to the fore while discussing that particular subject, in the same way. When we talk about administrative language, such vocabulary comes in front of us, which is directly related to the administration-government work or the prevailing working procedure in offices and offices. It is directly related to the functioning of the administration. The language of administration is somewhat different from the language of general conversation. Sometimes there is talk of rules, sometimes of forms, proformas, codes, laws or acts etc., and sometimes constitutional forms also come to the fore. There is a language of notes written on files, a language of drafts, a language of memos, circulars, notifications and releases. Some special words become stereotypes for all of them, which are continuously used in the same area. Somewhere 'Fundamental Rules', somewhere 'Financial Powers', somewhere 'Disciplinary Action', somewhere 'Office Procedure', and somewhere

‘Orders’ and ‘Instructions’. For this form of language, we need specific vocabulary only in the direction of correct and accurate expression of various concepts. This specific terminology is called ‘Administrative Terminology’ because it is used in various administrative proceedings. Like, ‘Commission’, ‘Officer’, ‘Employee’, ‘Gratuity’, ‘Ad-hoc’, ‘Post’, ‘Pension’, ‘Suspension’, ‘Form’, ‘Sanction’, ‘Government’, ‘Cooperative’ etc.

Words from different sources are found in the vocabulary of Administrative Hindi. The reason for this is that in ancient India the language of Administrative work was Sanskrit, after that languages like Pali, Prakrit, Apabhraṃś, Persian, Urdu, English were associated with this functioning. After independence, when Hindi became the Official Language, the emphasis was on following the Sanskrit tradition because Sanskrit words are found in all Indian languages. Apart from this, in order to enrich the word-repository, it was necessary to take shelter of the medium of Sanskrit prefixes, root words and suffixes in the formation for words. The basis of the meaning of the accepted-created administrative terminology in Hindi is the meaning of the administrative terminology of English, but many types of administrative terminology of Hindi are found from the point of view of structure such as :

1. In the formation of words, mainly Sanskrit has been accepted as the basis. Due to the synthetic nature of Sanskrit, words are formed by adding prefixes or suffixes to the root word or root.
2. The use of Persian-Arabic Persian words is also found in abundance in the administrative language. They have been taken as it is.
3. English words are also prevalent in the administrative language and these words are maintaining their important place in this area. When such words are used, they are written in Devanagari script. This is done because their Hindi counterparts are less common and other English words have become more common in administrative work. Like, ‘grade’, ‘file’, ‘lien’, ‘duty’, ‘guarantee’, ‘warranty’, ‘bonus’, ‘cheque’, ‘pension’, ‘share’, ‘agent’, ‘alarm’ etc.
4. Some such words are also used in administrative language, which generally seem to have the same meaning, but when they are used keeping in mind the formal way of writing, they are used in different forms. For example, the Hindi equivalents of ‘order’, ‘instruction’, ‘ordinance’, ‘command’ can be taken. Similarly, the words ‘remarks’, ‘comment’, ‘opinion’, ‘intention’, ‘opinion’ and ‘idea’ can also be seen, while in general speaking we can use for all these more or less with the word ‘advice’.
5. In the administrative language, the use of indigenous words i.e. Hindi’s own common colloquial words.
6. Synonyms of languages like English, Sanskrit, and Persian-Arabic etc. are also used in administrative language. The employee of the office can use any one of these options as per his wish. This exemption is practical for the promotion of terminology. In this, there is an increase in the vocabulary of Hindi.
7. Vocabulary of the administrative language is sometimes not made from homogeneous components but also from hetero-source components. These are also called compound words. In this, the word of one language is made up of the word of another language. Like ‘Anuvad Bureau’ for ‘Translation Bureau’.

1.3.7 Administrative Expressions

There is a definite method of functioning of administration. According to that method, the action to be taken on a matter can be done only by deliberation, decision and writing of

various level officers and employees of the particular office. No action is oral. Everything is done in writing on paper. Whenever several files of related correspondence are made in any case, then only the process of writing on it starts from the clerk to the higher authority. In this process language behaviour has also become stereotyped for different situations or contexts. There are definite sentences and phrases to express administrative action to be taken in a variety of situations or contexts. These stereotypes and phrases are called 'Administrative Expressions'. Earlier we have talked that the administrative structure of India has been adopted more or less like the rule of the British. Therefore, the work which was done through the medium of English is being done through the medium of Hindi. For this reason, for the informality and unanimity of the language of administration, it was considered necessary that Hindi form of multi-used expressions should also be ensured in the administrative office, otherwise problems may arise in proper action. For example, some administrative expressions are given below:

- | | |
|-----------------------------------|--|
| • by return of post | • please treat this as strictly confidential |
| • delay regretted | • referred to above |
| • for approval | • respectfully I beg to say |
| • for favour of necessary action | • this is to certify |
| • for favour of doing the needful | • Through proper channel |
| • for information | • under intimation to this office |
| • for sympathetic consideration | • vide letter no |
| • I have the honor to say | • with regards |
| • In anticipation | • with compliments from |
| • No Demand Certificate | • you may take necessary action |

The above administrative expressions are context-bound linguistic structures. Some of these expressions are phrases and some are syntactic. With the development of many such administrative expressions in administrative practice, they are becoming stereotyped. Although, due to such expressions, mechanization has been incorporated in the administrative proceedings, but it has also become easier for the supportive staff and officers to take action, because they do not have to add anything from their side. According to the context or situation in the file, fixed or conventional expressions have to be written, due to which their work is done easily. In this way, accuracy and brevity are maintained in office proceedings by the use of administrative expressions.

1.3.8 Use of Abbreviations

The purpose of any language is the full expression of human feelings and thoughts. But for this there is no need to deviate from the text by adding unnecessary words. The language which has the ability to express maximum meaning with less words is called advanced, developed, modified and idiomatic. Sounds-words-sentences are used as a means of conveying meaning. In order to improve and refine the language, the body of words should be narrowed and shortened as much as possible according to the appropriate expression of meaning. The language is beautified with adjectives like 'beautiful', 'simple', 'vigorous' and 'well-formed' etc. from the brief body of words.

Today's man tries to express maximum thoughts and feelings in less time. Helps in this work - single or multiple word short forms of conceptual subject which are called 'abbreviations'. In this way, abbreviation means - 'Expression of full meaning with short words or short letter arrangement.' The same abbreviations are best which are concise, clear, simple and unambiguous so that people can understand them easily. The meaning of the idea, feeling or

concept contained in the full word is realized only in that brief or partial form of the particular word.

Abbreviations are widely used in administrative language. Most of the designations, departmental names and technical terms are abbreviated by this method. For example, see the following abbreviations and their full forms in parentheses:

- BDO (Block Development Officer)
- VC (Vice Chancellor)
- LPC (Last Pay Certificate)
- DDA (Delhi Development Authority)
- MCD (Municipal Corporation of Delhi)
- ICC (International Cricket Council)

This method of making abbreviations is quite simple but it cannot be called fault-free because many abbreviations are determined the same in different contexts. For example – ‘CP’ can be ‘Central Purchasing’ as well as ‘Connaught Place’. Similarly ‘CR’ can be anything from ‘Central Railway’, ‘Character Roll’ and ‘Confidential Report’. There can be three forms of ‘AD’ is ‘Assistant Director’, ‘Authorized Dealer’ and ‘Acknowledgment Due’. The full form of abbreviation ‘FR’ anything can happen from ‘Fundamental Rule’ and ‘Fresh Receipt’ or else. Similarly, ‘NA’ abbreviation can be seen, whose full form can also be ‘Not Applicable’ and ‘Not Available also’.

Abbreviations of many words are being used in administrative Hindi also due to the saving and convenience of time and space. In the words of Dr. B.N. Tiwari – ‘Today it is necessary that for the modernization of the official language Hindi, such abbreviations should be made for all the abbreviations prevalent in the official language English, which can be used conveniently in writing and speaking. Systematic work is yet to be done in this direction, there is no uniformity in the abbreviations that have been developed.’ (Rajbhasha Hindi, p.91) There are, therefore, two things to keep in mind while making abbreviations:

- i) uniformity should be brought in the abbreviations that are being used; and
- ii) Those who are not should be made.

1.4 Use of Hindi in Administrative Work : Historical Context

Due to being the most civilized ancient country of the world, governance has been going on in India since very ancient times. There has also been utility of one or the other administrative system to run that governance. In ancient times, literature related to administrative system was expressed by the names of Political Science, ‘*Arthshastra*’, ‘*Dand Niti*’ (Penal Code), ‘*Smriti*’ etc. The scope of the ancient official language was so wide that the expressions of the words used in administration were not limited to the official records, but their use was also available in poetry and history. Therefore, many examples of kings, their types, their appointment, ministers and officials, their code of conduct, administration, functioning system etc. are found in religious texts like Vedas, Upanishads, Brahmins, Mahabharata and Ramayana. Then the language of governance and administration was Sanskrit. We get evidence of this fact from ancient government articles, letters, laws, rules and records related to the government. In course of time, Sanskrit remained confined to specific class and literary texts and started going away from the public, as a result of which languages like *Prakrit*, *Pali*, *Apabhramsh* etc. started being used in governance.

Around the twelfth-thirteenth century, Hindi assimilated all the dialects and languages prevalent from East Punjab to Bengal and started being used as the language of official work. This became possible because Hindi has a deep connection with all the languages of North-East and Central India. For example, the language of the Rajput rulers was actually Rajasthani Hindi, in which official letters, notes, code of conduct for civil servants, orders of the king etc. were presented.

After the arrival of Muslims in India, in those parts of the country where they established rule, Arabic-Persian definitely found a place in administration along with Indian languages, but in North India, Ghulam dynasty, Khilji dynasty, Lodi dynasty, Suri and Mughal dynasty in the rule of various kings, there are evidences and proofs of the use of Hindi. Hindi continued to be used along with Persian during the rule of Mughal emperor Aurangzeb. Words used in government work during the Mughal period, such as '*Sarkar*', '*Tehsildar*', '*Vakeel*', '*Chapraasi*', '*sipahi*', '*Amin*', '*daftar*', '*khajanchi*', '*Maal*', '*makaan*' etc. are used indiscriminately even today. The same is also seen in the reign of Marathas, where the language of treaties, political business agreements, ordinances, certificates etc. prepared after the war was also Hindi.

During their reign, the British gave patronage to the then prevalent official language i.e. Persian. In 1835, Lord Macaulay established English as the language of education and administration of India. Gradually, it not only became the language of Indian administration as a whole, but also established itself as the language of education, commerce, trade and industry. Nevertheless, the British rulers continued to feel that the languages of India could not be suppressed for a long time, so they made Hindi the medium of instruction in Hindi-speaking states and the languages there in primary and secondary classes in other states. The British themselves kept fighting against the British regarding Hindi. Notable among these is the name of 'Frederick Pinkat'. His fight with the British government started from 1868, when he was only thirty-two years old at that time. In a letter written to Hindi literary personality Sridhar Pathak in 1888, he clearly wrote that - 'Twenty years ago I was the only European who put pressure on the government about Hindi and ten years later succeeded in making it a rule that it should be made compulsory for Englishmen going to India to pass the examination in Hindi.'

In fact, people's movements take place in the language of the people. Therefore, during the National Movement, when the voice of giving importance to the language of the people was raised, the struggle of Hindi was added to the National struggle. It is worth noting that till the nineteenth century, the focus of the struggle for Hindi was more around the fight for its rights as a court language, but in the beginning of the twentieth century, the struggle between English and Hindi became an integral part of the National struggle. Lokmanya Balgangadhar Tilak, Gokhale, Lala Lajpat Rai, Pt. Madan Mohan Malaviya, Mahatma Gandhi, Rajarshi Purushottam Das Tandon, Dr. Rajendra Prasad, Pt. Nehru, Vinoba Bhave, Chakravarti C. Rajagopalachari, Jayaprakash Narayan, Rammanohar Lohia etc. almost all the leaders, litterateurs and awakening-workers of that time underlined the role of Hindi in the national movement in their own way. It was the result of the efforts of these leaders, awakening workers and litterateurs that after independence the talk of making Hindi the Official Language arose.

After independence, the attention of scholars was attracted to the fact that Hindi should be developed as the language of administration in favour of India's self-respect and dignity, because linguistic self-respect is an integral part of an independent nation. Behind beautifying Hindi as the Official Language or the Language of Administration, it was believed that Hindi

should not remain only the language of knowledge, science, study, literature etc., should not become the language of public relations, but should be used by the government as an administrative language. It should become the language of official work, speech and behaviour. For this, statutory arrangements were made, human and material resources were mobilized and efforts were made to create such an environment in government offices and areas that Hindi gradually becomes the language of daily work. Because of this, on 14th September 1949, Hindi got the status of Official Language.

1.5 Hindi as Official language : Constitutional and Statutory Provisions in India

By 1947, during the British rule, the Official Language of the country was English. At that time Hindi and other languages of the country were less used in official work. India became independent in 1947 and on January 26, 1950, the Constitution of the Republic India came into force. It was mentioned in the Constitution that Hindi, which is written in Devanagari script, is the Official Language of this country.

‘Official Language’ refers to the language of the three major organs of the state. These are - Parliament, Courts; and Administration or Government. These three organs are related to the whole country. The Parliament makes laws for the entire country and the state legislatures work at their respective levels in their own languages. To coordinate all these or to establish harmony in it, it is necessary that the decisions etc. of all the legislative bodies are available in the Official Language of the country. In order to coordinate the judiciary, it is also necessary that the highest court of the state and the Supreme Court of the country do all their work in the Official Language of the country. Similarly, the offices of the Government of India (Postal Department, Railways, Income Tax Department etc.) work all over the country. Here also it is necessary that their work should be done in the Official Language of the country so that the contact is not broken. From this point of view, the responsibility of establishing coordination or establishing contact among the three organs of the nation rests on the Official Language of the country.

1.5.1 Constitutional Provisions

According to Article 343(1) of the Constitution of India, the Official Language of the Union is Hindi written in Devanagari script. Similarly, according to Article 343(2) of the Constitution, provision was made that at the beginning of the Constitution, till 26th January 1965 (up to 15 years), English would continue to be used for all official purposes, so that Hindi would be used for governance, legislation, executive and judiciary during this period be able to perform tasks. In Article- 343 (3) of the Constitution, Parliament was also given the right that even after the expiry of the period of fifteen years, if it wants, it can make any provision by law to keep the use of English as it is. Due to this type of provision, Hindi had to face restrictive Constitutional provisions even after considering and providing the status of Official Language of Independent India.

Article-344 of the Constitution, the Honorable President has been ordered to appoint the Official Language Commission after the first five years and ten years of the Constitution.

Article 345 of the Constitution provides that the State Legislature may by law adopt one or more regional languages or Hindi for official purposes.

It is clearly ordered in Article-346 that the Official Language of the Union will be used in the correspondence between one state and another state and between a state and the union.

According to Article-347, if a substantial proportion of the population of a state wants to recognize the language spoken and understood by the state, then the President is empowered to give official recognition to that language.

Article-348 of the Constitution also provides for the language of the Supreme Court and High Courts etc.

Article-349 of the Constitution provides that for a period of fifteen years from the commencement of the Constitution, the text of any other language in place of English shall not be considered as the authorized text.

As per Article-350 of the Constitution, a person can make a request for redressal of his/her grievance in any of the languages used in the Union or the concerned State. Through this system, the rights of linguistic minorities have also been fully protected.

The last Article of the Constitution i.e. Article-351 is very important. According to this Article, it is the duty of the Union Government to develop Hindi as a common national language which can be used with pride in the whole nation and it can express the composite (mixed) culture of India. For this, it is suggested to enrich Hindi by adopting words from other Indian languages.

1.5.2 Statutory Provisions

When India became independent in 1947, the British left the country but the British rule continued in the administrative corridors. After independence, on the enforcement of the Constitution of India, Hindi was accepted as the Official Language of the Union of India. According to Article-343 of the Constitution, the Official Language of the Union of India is Hindi written in Devanagari. From the year 1952 to 1961, presidential orders came out regarding the use of Hindi in official work.

As per Article-344, the President of India also constituted an Official Language Commission in the year 1956, which is responsible for the progress of Official Language to make recommendations regarding its use. The Parliamentary Committee of 30 members considered the recommendations of the Commission and presented its opinion to the President. Based on this, the development and progress of Hindi in the year 1960 detailed instructions for use of Hindi were issued. After that the action regarding the use of Official Language increased intensively.

The Official Language Act was enacted in the year 1963 and it was amended in the year 1967. According to the Official Language Act, bilingual status was adopted for federal works and by accepting Hindi as the Official Language, its use was made necessary (especially in compliance with Section 3(3)) for certain works. But at the same time, English was allowed to continue to be used in official business for all those purposes, which were running before the Constitution came into force. Thus began a long-term system of bilingualism in the central government.

In December 1967, a resolution regarding language policy was passed in both the Houses of the Parliament. According to para 1 of this Resolution, the Department of Official Language (Ministry of Home Affairs) prepares an annual programme every year in which targets are set for working in Hindi for Central Government offices etc. in a year.

The country is classified as 'A', 'B' and 'C' regions under the Official Languages Rules, 1976 with a view to complying with the Official Language Policy. Bihar, Haryana, Himachal Pradesh, Uttarakhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, Jharkhand states and Andaman and Nicobar Islands and Delhi Union territory come under region 'A'. Gujarat,

Maharashtra and Punjab state and union territory Chandigarh come under region 'B'. All other states of the country come in 'C' region.

The responsibility of the implementation of the Official Language policy rests with the administrative heads working in the Government of India and its undertakings and cooperation of every officer and employee is expected in this. The government, on its part, has made ample provisions for the promotion of Hindi and its maximum use.

In fact, instructions have been given in many Articles of the Constitution for the development of Hindi, the Official Language of the Union. From Article 343 to Article 351 can be seen specially in this context. Along with this, the Official Language Act 1963 and the Official Language Rules 1976 also have their own importance. Here it is also necessary to pay attention to the Articles, Rules and Acts of the Constitution.

1.6 Difference Between Administrative Hindi, Common Hindi and Literary Hindi

Administrative Hindi is different from common Hindi in terms of its form and scope of use. When we say that common Hindi is different from literary Hindi, then what do we mean by common Hindi?

When we express our point through such words and sentences in which the prevailing literal meaning is expressed, then it is called 'Common Hindi'. If in order to understand the intended meaning of a language-form, we have to take the specific meaning of its words or phrases or resort to its figurative meanings, then it is different from normal Hindi. From this point of view, both 'Literary Hindi' and 'Administrative Hindi' are different from 'Common Hindi' to some extent. But it should not be thought that in 'Common Hindi' there is no figurative use at all or there are no words or phrases giving specific meaning in it. Sometimes we also make figurative use of words in our language to convey our point to others effectively. But it only suits the occasion, not always. The use of Connotative and Sarcasm, figurative use etc. is basically in 'Literary Hindi', whereas the use of words and phrases in specific or definitional sense are the properties of 'Administrative Hindi'. As we go into the depth of a field of knowledge, our ideas become simple to complex, many more sub-concepts are born under the same concept. As a result, the meaning of our words becomes specific, new words are emerged and the style keeps changing. As a result, the language of Administrative Hindi keeps getting separated from both common and literary forms of language. The following are important differences between these two language forms:

Denotative word Power is always used in Administrative Hindi. In this, the use of the words connotative and sarcasm (word power) is strictly prohibited. In Administrative Language, if connotative or sarcasm is used in place of denotative meaningful word, then the clarity of meaning will end and ambiguity will be included in it. Because of obstructing the main meaning, connotative and sarcasm are not used in Administrative Hindi, while words of connotative and sarcasm power is often used in literary or poetic language. Basically, the more the literary language is away from the ideal, the more it is considered successful.

Details of essential facts are given in Administrative Hindi. In this description, all the material related to the subject under consideration is given systematically and sequentially. In this, the basic text is introduced giving a brief description of each case. There is less scope for evaluation and more for description of facts. While the language of literature is generally emotional. Emotional language form is rhetorical, because it is intended to express the feelings, thoughts or feelings of the writer. Examples of both the forms are given below :

- Her life story and her tears were full of cold jealousy in each of her words.
(Emotional language)
- It is absolutely necessary to give cycles to the peons of the postal section on behalf of the office, because they have to go to many places for the delivery of mail. The amount of money the office spends on this item every month, the cost of buying a cycle will be much less than that.
(Descriptive language)

Administrative Hindi is **objective** while literary or common Hindi is **subjective**. In literary Hindi, the author has his/her own point of view or idea. This point of view or idea can be of each writer's own, so there can be substantial variation in their language style. On the contrary, personal approach is negligible in administrative Hindi. Therefore, subjective expressions like, 'I believe', 'I try' are not used in administrative Hindi, unless the author has to conclude. Examples of subjective and objective use are given below :

Subjective Use of Language :

- So I can't see his agony and thrashing hands and feet.
- When his hand was cut, I thought why not take him to the hospital, I also have some fundamental duty towards him.

Objective Use of Language :

- The Speaker would also like to see for information.
- The draft is submitted for approval.
- Leave is approved.

Apart from these types, many differences are found in Administrative language and Literary language. In Literary Hindi or Common Hindi, the author can use figures of speech on his/her behalf, can present the text in a twisted manner, but since Administrative Hindi is information-oriented, there is no freedom to add or leave something in it and use of figures of speech.

In Literary Hindi or Common Hindi, the writer can use rural, zonal, refined and expressive language according to his context, whereas in Administrative Hindi, simple and informative language is used.

In Literary Hindi, technical words are not compulsorily used, while in Administrative Hindi only technical words are used as per the requirement.

Administrative Hindi is mostly dry in nature whereas in Literary or Common Hindi the dullness and dryness are intolerable.

Thus it can be said that both these types of language as Administrative Hindi and Literary Hindi are polar opposite to each other.

1.7 Need of Translation in Administrative Functioning

Before knowing the usefulness of translation in administrative work, we have to know why translation is useful today. In the beginning the translator was looked down upon very much in the literary world and the job was accepted as a low-level job. Regarding translation work, it was said that it is a small source of employment for an educated unemployed person. Initially, the translation never got either public support or commercial encouragement. But as the horizon of knowledge started expanding, the world-view started to be formed, the relation of living and being alive started connecting with the whole world instead of one province, one nation, in the same way then many parts of the world, classes and businesses within the

people, the desire to know each other's culture and social tendency started getting stronger. From technology, medicine, law, commerce to administrative and literary exchange, there has been a huge change in values of human lives. A strange relationship began to emerge between pain, discomfort, tears and joy among human beings living in different parts of the world. On the other hand, various mediums of electronic and print media and modern communication have made the imagination of the 'world man' a reality. Where the person used to understand only his situation like a frog of the well, now he started searching for an international solution to the problem of the nation. Translation today has made a concerted effort to communicate both in business and professional relationships and beyond that in purely human relationships among different nations of the world. Similarly, today translation has also become a medium of dialogue-dispute situations between different countries of the world. In today's marketism, translation is working as a bridge on which the original language transmits its literary and administrative achievements to the target language.

It has been mentioned in Section 1.4 of this unit that India was a slave for many years – first to the Mughals etc., then to the British. At the time of the Mughals, the administrative language here was Persian and at the time of the British it was English. But the language of the Indian public has never been English. For this reason, even before independence, there was a need for translation in administrative work. The British, following a diplomatic move, paid attention to the ancient language of India i.e. Sanskrit, but at the same time maintained indifference to Hindi, the language of the Indian public. In this way, they were completely successful in establishing the supremacy of English in India in a planned manner. But as has been mentioned that the language of the Indian public was Hindi and the high officials used to talk in English, there was a need for translation in establishing communication between the high officials and the public. Even today most of the administrative work is done in English only at higher levels and its Hindi translation is conveyed to the public.

Article 343 of the Constitution of India, Hindi written in Devanagari is the Official Language of the Union of India. You have read in Section 1.5 of this unit that the Official Languages Act of 1963 was amended in 1967. According to this Official Language Act, the situation of bilingualism has become in the working of offices. According to the Official Language Act, bilingual status has been adopted for federal works and Hindi has been accepted as the Official Language and its use for some works (especially Section 3(3) of the OL Act in compliance) was made necessary. But at the same time, English was allowed to continue to be used in official business for all those purposes, which were running before the Constitution came into force. Thus began a long-term system of bilingualism in the central government. Since then and till today, many orders and instructions have been issued according to which Hindi is being used more or less in almost all areas of administration. Important business of the government, such as Resolutions, General Orders, Rules, Notifications, Administrative and other reports, Press Releases, all Reports to Parliament and all papers, Contracts, Agreements, Notices, Licenses, Permits, Tenders, Forms etc. are issued simultaneously in Hindi and English. Apart from this, Departmental Rules, Manuals, Contracts and other Procedural materials are also being prepared in both the languages. Hindi is also being used in correspondence, notes on files etc. All these government documents are basically written in English. After writing in English it is translated into Hindi. A translator is required for this work, so the need for translation is seen at every step in the field of administration. Today translation is also helping in the promotion of Hindi.

After implementing the Official Language Act (as amended) 1963, a Resolution on language policy was approved by the Parliament for the promotion, development and implementation of Hindi. This Resolution was published on 18 January 1968 by the Department of Official

Language. According to the Resolution, the Government of India has to implement a programme every year for the development, dissemination and progressive use of Hindi in official work. For this, various measures and facilities have been arranged by the government to increase the use, dissemination, development and use of Hindi as official language in official work, in which translation system has a very important place.

This translational arrangement is mainly done by three agencies. The work of Hindi translation of legal literature is done by the Official Language Legislative Section under the Ministry of Law. The work of translation of non-statutory procedural literature, such as manuals, forms, codes etc. is done earlier by the Central Hindi Directorate (Ministry of Education) and now by the Central Translation Bureau (Department of Official Language, Ministry of Home Affairs). Apart from these, at the third level, each Ministry/ Department/Office makes its own arrangement for translation of its day-to-day and general type material etc.

Various schemes and measures have been taken for the development, dissemination and use of Hindi as an official language. Despite this, the actual situation is that the development and use of Hindi as an official language has mostly happened as a language of translation. In this way, in the context of development, dissemination, progress and use of official language, the utility of translation is noteworthy from two points of view :

- 1) All types of literature and materials used in official work are made available in Hindi through translation. The use of this type of administrative literature and material is not only limited to government employees, but it is also used for the public. The most important criterion for the success of this literature is that it should be well understood by the public.
- 2) The usefulness of the translation is even more from the point of view that on the basis of it the government employees adopt the language-style of Hindi developed for use in government work.

1.8 Arrangements of Translation and Translation Training in Administration

When we talk about the system of translation and translation training, first of all we need to divide the translation work. Only after this, the translation-related arrangement can be considered. In this context, the translation training system can also be considered. Let's break down the administrative translational work first.

1.8.1 Division of Translational Work

Administrative work is dealt with the help of different types of papers. Some of these are permanent in nature and some are temporary. From this point of view, the translational work of the Government of India can be divided into two parts - (1) material of permanent importance (such as manuals, registers, forms, codes related to procedure etc.); and (2) material of language-related importance (such as resolutions, general orders, notifications, press releases, administrative reports, agreements, tenders, contracts, licenses etc., which are covered under Section 3(3) of the Official Language Act).

Material of permanent importance can also be divided into two parts - (a) Statutory material, which includes Acts, Ordinances, Bills, Statutory Manuals and Forms prepared under them etc. Arrangements have been made to translate it in the Official Language (Legislative) Commission. Translation of other miscellaneous literature, such as licenses, permits, agreements etc. has been entrusted to the Ministry of Law. (b) The work of translation of

non-statutory permanent material is done by the Central Translation Bureau of Ministry of Home Affairs of Government of India (GOI).

The responsibility of translation of daily routine work of immediate importance of various Ministries, Departments and their subordinate offices has been entrusted to the same Ministries/Departments and subordinate offices instead of being concentrated at one place, as it is possible for the same Department/Office to decide its relevance and authenticity.

Thus, it can be said that the following arrangements have been made for translation of various types of official documents:

1. The translation of Statutes, Statutory rules, Regulations and Orders (including their respective forms) shall be done by the Official Language Wing of the Legislative Department of the Ministry of Law, GOI.
2. Translation of non-statutory manuals, codes and other procedural literature and forms related to them will be done by the Central Translation Bureau under the Department of Official Language, Ministry of Home Affairs, GOI.
3. If some part of a manual is statutory and some part is non-statutory, then the Official Language Wing of the Ministry of Law, after completing the translation of those statutory parts, will send it to the Central Translation Bureau of the Ministry of Home Affairs, where the non-statutory part will be translated.
4. All the three Defense Services (Air Force, Navy, Army), Ministry of Railways, Department of Posts themselves translate their manuals, codes and other procedural literature.
5. Each Ministry/Department shall make its own arrangements for translation of documents covered under Section 3(3) of the Official Languages Act, 1963.
6. In addition, Parliament itself will arrange for Parliament Questions and Answers and translation of papers to be laid before the House/Houses of Parliament.
7. Where there is no required staff for Hindi translation work, the translation work can be done by a qualified employee of that office or a qualified translator from outside on honorarium basis.

Centralized translation facilities are also available for various ministries-departments etc. for translation of their non-statutory material to government undertakings, corporations etc. owned or controlled by the Central Government. But, they do not have access to the services of the Official Language Section of the Legislative Department for translation of their statutory material.

1.8.2 Arrangement of Translational Work

In the government, the official language is generally understood to mean the administrative language. It is the language of government work done in the secretariat of the Centre or the States, but today the scope of the government has become so wide that most of the activities of human-life come in it. The breadth and diversity of the work assigned to the various Ministries and Departments of the Government of India and the complexity of translating them into their annual reports is easily gauged from the list of works assigned to them. In this way, almost all subjects of knowledge/science come in the material and literature to be translated, including general administration, personnel policy and system, economic and industrial activities, scientific and craft-artisan activities, mass communication, audio-visual publicity, law making. etc. are noteworthy. Due to such a large number of official functions, they also have different areas. Today there are many departments in each ministry. All

ministries and courts and areas of government work are not located in one place. Some offices are even abroad. Therefore, it is neither desirable nor practical to integrate the translational work of all government departments or offices within one place or organization. In government offices, sometimes translation of documents or memorandum has to be done immediately, then some work is done according to its own time. The translation of some of the same requires a specific type of efficiency. Different types of documents differ in their nature and format. It is also necessary to ensure uniformity of terminology in translation of manuals and manuals. Keeping these facts in mind, the government has tried to keep the system of translation in such a way that most of the translation work is done in the concerned office only and the specific translation is sent to the Central Translation Bureau and the specific translation related to law be sent to the Official Language Wing of the Legislative Department of Ministry of Law for translation. A brief description of where the translation related to administrative work takes place is being given below :

Hindi Cell/Official Language Cell

Various ministries etc. are established to carry out administrative tasks. All the ministries and offices now have arrangements for Hindi Cells or Official Language Cells/Units. The Assistant Director (Official Language) is in-charge of this Cell. At some places, this charge is given to the Hindi Officer. In some big departments or ministries, there are posts like Deputy Director (Official Language) and Director (Official Language) for the in-charge of the Official Language Cell. To assist these high level officials, there are also senior translators, junior translators, assistant translators etc. who translate the work related to that office. One or more translators are kept in the office as per the requirement of the work. But it is mandatory to have at least one translator in the office who does the work of translation from English to Hindi. This happens because ordinary people also come to the concerned office who do not have knowledge of English. Apart from undertaking and supervising translational work, these Cells also undertake the work of implementation of the Official Language Policy. Therefore, the Hindi Cell/Official Language Cell also sees whether the work of implementation of the Official Language Policy in their office is being done in a proper and proper manner or not.

Similarly, government corporations, companies, undertakings, nationalized banks, insurance companies, self-help corporations, organizations etc., adequate arrangements have been made for translation work. In-charge of Hindi related posts in the Official Language Cell of these offices are generally in the form of Manager (Official Language), Deputy Manager (Official Language), Assistant Manager (Official Language). Like big Ministries/Departments, and in big corporations-companies-banks etc., there are also higher posts like Chief Manager (Official Language), Deputy General Manager (Official Language) in-charge of the Official Language Cell. Now-a-days, banks have started doing most of the work in Hindi for the convenience of their customers. Therefore, in every in nationalized or private bank there is definitely a Hindi officer who does the work of translation smoothly.

Central Translation Bureau

In 1960, after the establishment of the Central Hindi Directorate (working under the Ministry of Education), the responsibility of translation work was entrusted to them. Later, on 1 March 1971, the Central Translation Bureau (C.T.B) was established under the Department of Official Language, Ministry of Home Affairs, for translation of administrative literature, codes and other procedural literature. The work of translation of non-statutory procedural literature of Central Government Ministries, Departments, Offices, and Undertakings etc. was entrusted to this Bureau.

At present the Central Translation Bureau is functioning as a subordinate office of the Department of Official Language (Ministry of Home Affairs). It translates non-statutory procedural literature (manuals, forms, codes etc.) of various Central Government Ministries, Departments, Offices and Central Government owned and controlled undertakings, corporations, autonomous bodies, organizations and banks etc. free of cost. Innumerable standard pages have been translated by the Central Translation Bureau since its inception. Despite this, there is still a lot of material that remains to be translated. In order to clear the backlog of translation work quickly, the Central Translation Bureau started the 'Translation Capacity Expansion Scheme' in 1980. Under this scheme, translation work is done by translators other than the Bureau on honorarium basis.

Official Language Wing, Legislative Department (Ministry of Law)

As per the order issued by the President on 27th April, 1960 the statutory rules-regulations and the translation of the orders was handed over to the Ministry of Law. A permanent Commission – Official Language(Legislative) Commission - of various linguistic experts in the Legislative Department of the Government of India for legal translation and legal terminology created in the year 1961. The first Chairperson of this Commission was former Justice of Patna High Court Mr. C.P. Sinha. Under the auspices of this Commission, the first edition of 'Law Glossary' was published in 1970. So far, translations of hundreds of Acts have been published under the auspices of the Commission. The translation of 'Indian Penal Code-1860' was done by Kunwar Laxman Singh and Panel Hume, which was published in the name of 'Indian Penal Code'. Under the Legislative Department, on the recommendation of the Hindi Advisory Committee, a *Nirnaya Patrika Anubhagh* (Judgment Journal Section) was established in 1968, which translates orders and judgments of the High Court and the Supreme Court from English to Hindi. Translation of almost all Central Acts has been published by this Department and translation of many standard texts of law is still in progress.

National Translation Mission

Establishment of National Translation Mission is an initiative of the Government of India, the purpose of which is to make knowledge-based texts available through translation in the languages included in the Eighth Schedule of the Constitution of India. To provide translated material to enhance access to many important areas of knowledge, education and administration, and to broaden and strengthen continuous learning and people's participation in administration and education is an idea of National Translation Mission (N.T.M). The National Knowledge Commission under the Chairpersonship of Mr. Sam Pitroda compiled the suggestions and stressed the need for a separate institution or mission to promote translation and upgrade education in India. The work of the National Translation Mission has been entrusted to the Institute of Indian Languages located in Mysore, which plays a major role in providing all the facilities and running it. Its Project Advisory Committee consists of 25 people, including members of public sector undertakings, scholars and experts engaged in translation teaching and translation work, writers, litterateurs, chairpersons of literary academies, vice-chancellors of universities, booksellers, publishing bodies and representatives of translation organizations and institutions etc. doing developmental work in the area of translation.

'National Translation Mission' is to get various original texts translated into different Indian languages, create dictionaries-encyclopaedias, prepare computer software helpful in translation work etc. Apart from this, creation of technical and scientific vocabulary, translation teaching, dissemination of information, visibility and viability, ensuring access to translation and its dissemination are also included in its main objectives.

1.8.3 Arrangement of Translation Training

Statutory and non-statutory provisions related to Official Language, an order was issued by the President of India on April 27, 1960, under which proper arrangements were made for training in Hindi while in-service for the Central Government employees. The result of this Order was that Hindi was not only taught to the employees, but translation training was also arranged for them. Under this, in order to ensure simplicity, easiness in translation and uniformity in terminology formation, from the year 1971, the work of translation training was entrusted to the 'Central Translation Bureau' working under the Department of Official Language, Ministry of Home Affairs, Government of India.

Central Translation Bureau is the only organization for translation training of Central Government employees, where translation training courses are run to make Government employees aware of the process and theory of translation. In this, about 250 trainees are trained every year. Apart from Delhi, the offices of the Central Translation Bureau are also in Kolkata, Mumbai and Bangalore.

Translation training by the Central Translation Bureau is mandatory for all employees dealing with translation work in Central Government Ministries/Departments. The Bureau is running (1) Triennial Translation Training Programme, (2) Twenty One Day Translation Training Programme; and (3) Advanced/Refresher Translation Training Course (five days). Apart from this, translation training programmes by C.T.B. by visiting various offices are also organized. These are - (a) a five-day short translation training programme; and (b) a five-day translation training course for scientists. Advanced/Refresher Translation Training Courses (five days) are conducted at the Bureau's Headquarters (New Delhi) in which trainees belonging to various offices are also drawn from outside Delhi. Hostel facility is also made available for them. If a translation training programme is organized in a city office, there is also an arrangement to send officers from the C.T.B. for training there.

1.9 Administrative Translation : Prerequisites

Today the language of administration is becoming the language of the people or the language of the people is the language of administration. Looking back, India's administration has been running through non-Indian languages as well, but today's situation is different. Indian languages are gradually taking the place of English. Hindi is being established as the Official Language. Works are being done in Hindi in Parliament and government offices. The need for the use of Hindi alongwith English has led to an increasing need for English to Hindi administrative and legal translation in Parliament and government offices. The Official Language (Legislative) Section of the Legislative Department of the Ministry of Law, the Central Translation Bureau of the Official Language Department (Ministry of Home Affairs) etc. are doing useful and standard work in the field of administrative and legal translation.

The language used for administrative translation of bilingual status in the works of Parliament and government departments etc. - the general assumption is that it should express the exact intention, it should be expressed in a direct manner and should be accessible to the general public. In such translation, long sentence-scheme, unnecessary meaning, complexity, unnecessary use of idioms should be avoided. The language of administrative translation is connected with the government and the public, so it is necessary to have simplicity and comprehensibility. Similarly, in the context of material related to law, it is always important that there should be such use of vocabulary and syntax in it that only one meaning can be derived. Otherwise, due to divergence of meaning, there can be disaster. Along with this, the use of correct equivalent is also necessary for administrative language. On this basis, there are some basic requirements/prerequisites for administrative translation, which are :

1.9.1 Use of Simple language

The language of translation of literary or humanities or literature of knowledge etc. is according to the level of the subject. But in administrative translation, it is important to keep in mind that our aim is to explain the intention of the government or administration in the simplest terms, rather than showing off knowledge of the language or erudition. Therefore, it is expected that the words used in administrative Hindi should be simple, clear and understandable. If there is ambiguity, confusion and use of obsolete words in the language, then there is scope for ambiguous meaning. These dubious meanings prove to be fatal for the administration and obstruct the action. Therefore, as far as possible, simple language should be used in administrative Hindi.

1.9.2 Maintenance of Various Stereotypes Forms

Letters, Demi-Official letters, Memorandums, Drafts, Office Memorandums, Reminders etc. sent by offices have their own stereotyped expressions and formats. While translating from English to Hindi, it is mandatory for the translator to follow these conventional expressions, because if not doing so, the expression of the translation gets spoiled.

1.9.3 Using Appropriate Synonym

In the administrative field, there are some words whose meaning seems common and same. In common parlance, we can use one word for such words. But keeping in mind the formality of the office, when those words are used for official purposes, then it becomes necessary that we use different words for them. Proper word-selection and accurate equivalent-selection have special importance in administrative translation. For example, 'order', 'direction', 'instruction', 'ordinance' and 'command' can be taken. These five words sound the same in common language, but when they are translated administratively, these five words are used for special purposes.

It is not possible that any word in Hindi is able to denote the all shades of the meanings of its English equivalent. So it is not necessary that prescribed alternatives are given. If it does not fit well in a particular context, then it should not be used. A word can have different synonyms in a special context. Therefore, accuracy of synonym is essential in administrative translation.

1.9.4 Use of Target Language-Syntax

Administrative Hindi is used for official work. Government is not an individual in itself but a collective institution. Therefore, the work of the government is directly carried out collectively by its officers and employees while indirectly the government itself works. For this reason limited sentences come in administrative Hindi. Its basic relation is impersonal and the passive voice is not used.

Due to the different rules of both the languages, while translating the administrative literature of English into Hindi, English sentences should not be translated into Hindi as they are, but sentences should be kept according to the nature of Hindi. If required, more than one sentence in Hindi can be made of one sentence in English and on the other hand, multiple sentences in English can be kept in one sentence in Hindi.

While translating from English to Hindi in administrative literature, there is no problem even if the order of sentences has to be reversed. As already mentioned, administrative literature is for the general public, so it is necessary to have simplicity and ease in their language, not grammatical similarity. Fluency in language is essential while translating from English to Hindi.

1.9.5 Use of Technical Terminology

The language of administration is somewhat different from the common language. Sometimes there is talk of rules and sometimes of forms, codes, laws or acts. Sometimes the constitutional- form comes in front. There is a language of notes written on files, a language of drafts, a language of memos, circulars, notifications and press releases. Some special words become stereotyped for all of them, which are continuously used in the same field. For this special form of language, we need specific vocabulary in the direction of correct and accurate expression of various concepts. This vocabulary is called 'Technical Terminology'.

After the adoption of Hindi as the Official Language after independence, there was a need for Hindi words in place of the stereotyped and continuous use of English words to do official work in Hindi. To fulfill this, new administrative and technical terms were created. For this new word formation, adoption, adaptation and translation were made medium. In this context, the ancient words coming in vogue under the formation of terminology were also used as synonyms of English words to give definite meaning or to express the concept. By prefixing-suffixing, many words were created. Similarly, English words like 'bus', 'motor', 'machine', 'permit', 'licence', 'form', 'school' started being used as they were. Even in these, hybrid words were also created, which are being used equally in government work. Apart from this, many words were also created through translation (particularly word-for-word translation).

1.10 Let Us Sum Up

The language used in administration or governance is called 'Administrative Language'. The administrative language itself is called 'Official Language'. Based on the morphological features of the language, these (Administrative or Official) words are used for the same type of language. In the Constitution of India, Hindi written in Devanagari script has been given the noun of Official Language, but according to the provision made in the Official Language Act (as amended) 1963, the use of English was also allowed in administrative works, due to which the use of administrative Hindi is not happening as desired. The Hindi we use today is 'Translated Hindi'. Sometimes the translation is so complicated that it becomes beyond the understanding of the public. Therefore, the translated Hindi should be understandable to the public. For this, it is very important to pay attention to appropriate equivalent-selection, correct syntax, and appropriate word-selection. Since the language of administrative work is objective and contextual, the language of translation should have the ability to communicate decisions clearly. For this, the Government of India has entrusted the task of translation to Central Translation Bureau, National Translation Mission and Commission for Scientific and Technical Terminology, who are doing their work smoothly. Along with this, arrangements for translation training for central employees have also been made by the central government. Therefore, now the usefulness of translation in administrative works is becoming self-evident.

1.11 Exercises

1. Throw light on the features of administrative language.
2. Write five lines on the development of Hindi as an administrative language.
3. What are the Constitutional provisions and Statutory provisions made regarding the Official Language?
4. How is Administrative Hindi different from Common and Literary Hindi ?

5. Why translation is needed in administrative work? Where does translation related to administrative work take place?
6. Discuss the basic requirements/prerequisites of administrative translation.

1.12 Suggested Readings

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Unit 2 Translation of Administrative Correspondences-I

Structure

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- 2.2 Administrative Correspondence : Meaning and Significance
- 2.3 Administrative Correspondence : Nature and Types
- 2.4 Major Types of Administrative Correspondence : With reference to Usage, Style and Format
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- 2.6 Translating Different Types of Administrative Letters
 - 2.6.1 Translating Official Letters
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- 2.7 Translating Office Memorandum
- 2.8 Translating Memorandum
- 2.9 Let Us Sum Up
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- 2.11 Suggested Readings

2.0 Objectives

After going through this unit you should be able to:

- understand the meaning and need (significance) of administrative correspondence;
- state the nature and types of administrative correspondence;
- understand the need of translating administrative correspondence; and
- translate Official letters and Demi-Office letters; and
- translate Office Memorandum and Memorandum.

2.1 Introduction

In the previous unit you learned about the characteristics of administrative language and the prerequisites translating administrative literature.

In this unit you will be able to know about the translation of administrative correspondence. But, before knowing in this regard, it would be appropriate to know what is meant by administrative correspondence and why it is needed. When we consider the meaning of administrative correspondence, then this aspect also emerges that what is its form and how many types of administrative correspondences are there.

In fact, the concept of administrative correspondence has many dimensions. Different types of correspondences frequently used in government or administrative literature are known by the names of letters, notes, notification, memorandum, endorsement, office order etc. Therefore, in this unit these different types of administrative correspondences are being discussed first. Their usage, style and format related characteristics will also be highlighted.

Although almost all types of administrative correspondences are translated, but keeping in mind the limitation of this unit, here only two types of translation are being taught. These are of various types of administrative letters and office memorandums/memorandums. Translation of other major forms of administrative correspondences will be covered in the next unit.

2.2 Administrative Correspondence : Meaning and Significance

‘Administrative letters’ are also called ‘Official Letters’. The administrative centre of a government, semi-government, non-government organization, establishment or institution, department or section is called an ‘Office’. Letters sent to this office or sent on behalf of that office to its employees, officers or any other office are called ‘Official Letters’. Administrative letters are those which are written in various offices on subjects related to official work. They either issue from an office, or come to that office.

A letter issued by any office of the government is also called ‘Government Letter’. These letters are sent by the Central Government to the State Government or by the State Government to the Centre or from one State Government to another State Government. The correspondence between various administrative officers is demi-official. The basic purpose of such letters is to obtain information from an officer on a subject or to draw his personal attention to a matter. Many times these letters are written to obtain information from the officer in case there is a delay in the implementation of a case even after sending reminders.

The ministries of the government also give office instructions related to their employees from time to time. This information are related to appointments, holidays, promotions etc. ‘Notification’ is used for advertised news about government rules, orders, appointments published in Indian information papers, gazettes for the general public.

There are mainly two types of letters in administrative correspondences. These are - (a) application form; and (b) official letter. In the context of the office, when correspondence is done with a particular person, s/he has to use the application form, but when the officer informs about the decision taken in that regard, then s/he will use the administrative letter.

Although correspondence is done to meet the needs of people located far away from each other, but administrative correspondence is also required for officers sitting face-to-face in the same office. Administrative correspondence is required to formally address any employee’s grievance. Due to the diversity of different circumstances, contexts and requirements, there is no fixed form or shape of administrative correspondence. Different types of letters are used to obtain information from the employee and to take disciplinary action. Therefore, there is a subtle difference in the format of these letters.

The basis of need of the administrative correspondences is mainly related to applications representing the problems of the government employees, letters related to the difficulties of the public and the decisions taken on them and the necessary action. Personal communication with the officer is of no value unless the order is formally passed through written communication. Therefore, administrative correspondence is necessary not only for an officer/employee, but it is equally important for the general public as well.

2.3 Administrative Correspondence : Nature and Types

‘Correspondence’ is most commonly used in government offices, which acts as the backbone of communication system along with their functioning in government offices. Correspondence is mainly used to establish contact with various domestic and foreign government undertakings, various offices, public enterprises, institutions, banks’ offices, corporations, companies and general public and to provide dynamism to the procedure. It is worth noting that there is variation in the forms of official correspondence. This variation is according to the need of work, importance and situation. It is meant to say that there is a difference in format in official correspondence. In spite of different forms, they are given the name ‘correspondence’ as a whole.

Correspondence can be of the following different forms – (1) Official Letter, (2) Demi-Official Letters (3) Office Memorandum/Memorandum (4) Office Order (5) Notification (6) Resolution (7) Press Note and Press Release (8) Endorsements (9) Tender (10) Circular (11) Telegram and Sevigram; and (12) Annual Report.

You have to keep in mind that these different forms of administrative correspondences have their own specific conventions and methods of language, terminology, format and usage. This specific tradition and method emerges as their distinct features.

Generally, official correspondence follows a fixed pattern. This fixed and specific pattern can be seen at the level of language, can also be seen at the level of vocabulary and also at the level of format. But variation in it can be targeted at the level of use. As such, the situation or context in which correspondence is made in the form of ‘office order’ will not be the same as in the context of use of correspondence in the form of ‘office memorandum’. Similarly, the use-context of ‘press release’ and ‘press note’ is also different.

Generally every administrative correspondence can be divided into two parts - format part; and text part. Out of these, the letter number, the name of the Ministry/Office/Department sending the letter, place and date, sender, receiver, subject, address, salutation etc. are included in the format.

After getting a rough idea about the nature and types of administrative correspondences, let us now consider the usage, language-style and format-related distinct features of some major types of administrative correspondences.

2.4 Major Types of Administrative Correspondence : With reference to Usage, Style and Format

By now, you must have got a clear understanding of the meaning and need of administrative correspondence. Also, it must have become clear to you that what is their form and type. Administrative Correspondence appear as an ‘Official letter’, ‘Demi-official (D.O.) letter’, ‘Office Memorandum/Memorandum’, ‘Office Order’, ‘Notification’, ‘Resolution’, ‘Press Note and press release’, ‘Endorsement’, ‘Tender’, ‘Circular’, ‘Telegram and Sevigram’ and

‘Annual Report’ etc. Now we will consider these different types of administrative correspondences respectively in terms of usage, language-style and format-related features.

2.4.1 Official Letter

A letter issued by any office of the government is called ‘Official Letter’. Such letters are sent by the Central Government to the State Government, by the State Government to the Central Government, by one State Government to another State Government, by the officers of the Secretariat of the Central or any State Government to various subordinate employees, Courts, Public Service Commissions, Directorates, Accountant General and other autonomous and semi-independent institutions and officers etc. Various ministries of the government also do official correspondence with each other in specific matters. Official Letters are also written to the Members of Parliament and Legislative Assembly, public representatives. Official letters can also be written by officers of the Central or State Government to Government, Semi-Government, Non-Government organizations, Public Corporations/Undertakings/Bodies etc.

Official letters usually have a fixed format. They are usually started like this – ‘I am directed to inform you....’ or ‘I have been directed to inform you....’ or ‘I have been directed to make this request to you.....’ By using such a sentence, it is meant that the person signing the official letter is writing the letter not on his/her own behalf but only according to the instructions given to him/her. Official letters usually have the following parts:

- | | |
|--------------------------|---|
| 1. Letter Number | It is written on the top of the letter. |
| 2. Sender | Below the letter number and the name of the government office, ministry, the name and position of the sender is written adjacent to the margin. |
| 3. Addressee (Recipient) | The name and designation of the recipient of the letter is given after the sender. |
| 4. Place and date | The place and date of dispatch are written in front of the consignee on the right. |
| 5. Subject | The subject of the letter is written in the middle below the name, position etc. of the recipient. This happens very briefly. Previous references, if any, are also given. The subject may be written/typed/printed in bold and may be voluntarily underlined. |
| 6. Address | Address is on the left side below the subject. The addresses keep changing according to the particular person/officer. Addresses like ‘Sir/Madam’ to an officer, ‘Dear Sir/Madam’ to a non-official person, ‘Dear Excellency’ to a person from an institution or organization are made. |
| 7. Body of the letter | If the reference is not given above with the subject, then the subject is rendered giving reference in the main part of the letter. If the matter of the subject is detailed, it is divided by point-wise numbers or ‘A’, ‘B’, ‘C’ etc. and at the end the conclusion is given. |

- | | | |
|-----|-------------|---|
| 8. | End | Signed below 'Yours faithfully'. The full name of the sender is given in brackets below the signature. |
| 9. | Attachments | If there are attachments with the letter, details are given mentioning them or 'As above' is written. |
| 10. | Endorsement | If copies of the letter are to be sent to other persons or officers also, then the name/designation and address of that person/those officers are written by writing 'Copy to...' |

Note: The endorsement is signed by the sender on the bottom right hand side without writing 'Yours faithfully'. And then, the full name is written in brackets below. In such a situation, the name of the sender is given in the brackets mentioned below 'Yours faithfully' first, not signed. The signature is only on the first letter.

2.4.2 Government Order

Various decisions taken by the government or on behalf of the government are informed by the secretariat to various offices and subordinate offices/employees/officers. Such decision-making letters sent for necessary information and action are called 'Government Order'.

'Government order' is not personal. There is no discussion or intimacy of personal relationships in these. These letters are of permanent importance because, they contain those policies/decisions of the government, according to which the administrative work etc. goes on. These Orders are of permanent importance because of the need to refer to them at times.

Sometimes there is a need to cancel a Government Order or to make amendments-additions or changes in it. This amendment is also notified through a new 'Government Order'. After that the administrative works are done according to the amended new government order.

The Government Order generally includes the following items:

- | | | |
|----|------------|--|
| 1. | No. | Government Order/G.O. After that the serial number is given at the top. |
| 2. | Sender | Name, designation and office address of the sender (officer) at the bottom left. |
| 3. | Date | Somewhat lower right. |
| 4. | Recipient | Again on the left side the designation and official address of the receiving officer/officers. |
| 5. | Subject | The subject is briefly mentioned in the middle below the recipient. It is underlined when necessary. |
| 6. | Address | The word 'Sir' is written on the left side below the subject. |
| 7. | Beginning | Usually, the main subject of the Government Order mandate is started with the sub-sentence 'I have been directed to say' or 'I have been ordered to say that'. |
| 8. | Main topic | Immediately after the beginning, the main topic (i.e. decision/instruction related to Government Order) is marked. As per requirement, it is divided into paragraphs or numbering 1, 2, 3, key points/decisions are clearly written. |

9. The closing indicator word 'Yours sincerely' is written at the end.
10. Signature and designation of the sender
Just below 'Yours faithfully', the signature of the sender is placed; and below the signature, the full name of the sender is given in brackets and the designation is written below it.
11. Copy
If copies of the government order are sent to other officers/offices (which are usually sent), then the names and addresses of the concerned officers/departments are marked with a copy.
12. Signature
After the copy, the signature of the sender is placed on the right hand side. In such case the above signature is not done.

In preparing 'Government Order', special attention is kept on its clarity. Simplicity, clarity, accuracy, brevity and factuality are essential elements of an ideal Government Order. Any kind of confusion is the biggest flaw of the government order which comes from the unclear and confused syntax.

See the following example of 'Government Order' :

No. SA-4-514/ Ten-91-845-91	
Special Secretary, Government of Uttar Pradesh, Lucknow	
the,.....	Dated:
To,	
All Head of Department/Head of Office	
Subject: Sanction of Relief on Provisional Pension.	
Sir,	
I am directed to say that relief on pension payable on retirement of government servants is paid at the rates approved by the Government and ready reckoner is also issued to arrive at the said relief, with the help of which relief payable can be easily calculated. It has been brought to the notice of the government that relief is paid on the amount of provisional pension by some departments but not by some departments. No distinction has been made between provisional and final pension in the orders issued in respect of relief payable under pension head. In the above situation, after consideration by the government, it has been decided that relief will be admissible even on provisional pension. Therefore, it should be ensured that payment is approved on the basis of ready reckoner issued for pension relief.	
Yours faithfully, Sd./- Special Secretary	

2.4.3 Demi-Official Letters

A letter addressed personally by an officer of one office to another officer of another office is called a 'demi-official (D.O) letter'. Such a letter is usually written when an officer wants to draw the attention of another officer to a particular matter/rule/government order or correspondence. Correspondence related to re-request for early settlement of a pending matter, attracting attention for early completion of stalled work, clarification etc. comes in this category. Sometimes officials also write 'Demi-official Letters' to exchange information.

'Demi-official letters' are written in an informal style. But sometimes they are also written in formal style. Therefore, in the language and address of this type of letter, personal touch, intimacy etc. are included. Letters written in a personal manner are more effective, so the officers try that there should be intimacy in these letters, there should be a desire for mutual cooperation.

A Demi-Official letter is written in this manner :

- | | |
|--|--|
| 1. Letter No. | D.O.No./DO. After that the serial number of the letter is written. |
| 2. Name of the government and the office | is usually printed on the pad. |
| 3. Sender | Name and designation of the sending officer. |
| 4. Address | Small part of the name which acquaintances/officers generally use in colloquial speech with Dear Mr...../ Dear Sir. |
| 5. Subject/Context | Subject or context is briefly mentioned only in special circumstances, not generally. |
| 6. Main part of the letter | 1. Start
2. Middle
3. The End |
| 7. With best wishes | Can be marked at the end. |
| 8. Signature at the end | Yours/Yours truly/Yours sincerely is written on the right hand side and below it is the signature of the sender. |
| 9. Receiver | On the left hand side, the full address of the receiver is given with details related to name, position, department etc. |

The Demi-Official letter is generally written on the printed pad of the department. In this regard, you should keep in mind that the pad printed in red color is used only by the Joint Secretary (Government of India) or his/her equivalent or higher officers.

Apart from this, it should also be kept in mind that if the letter is of confidential nature, the word 'confidential' may be marked on the top of the envelope. In such a situation it is better to seal the envelope.

The general outline of a Demi-Official letter is as follows:

D.O.No.....	Government of..... Ministry of.....(Place)	Date.....
(Name and Designation of Sender)		
Dear Mr.....		
Please refer to your D.O. letter No..... dated..... I would like to draw your kind attention to this office's earlier letter No..... dated..... regarding..... Hope to receive your reply as soon as possible.		
		Yours sincerely, Sd./-
To, Mr.		

2.4.4 Un-Official letters

When one Department or Section of the Secretariat writes a letter about necessary information, enquiry, getting/giving necessary instructions in relation to a particular subject, then such letter is called 'Un-official' letter.

Sections/Departments are related to each other in a Secretariat. Therefore, there is no formality related to correspondence in these types of letters.

The format of these letters is also almost the same as that of 'Demi-Official letters'. However, in letter No. 'U.O' (Un-Official) is added in place of 'D.O.' (Demi-Official). In place of address, that Department or Section is mentioned, from which information is to be sought. Immediately after the name of the Department, the main subject is started directly without any formality. At the end of the letter, the closing word like 'yours faithfully' or 'yours sincerely' is also not used, only the designation and department of the sender or the concerned officer's signature is mentioned.

The special thing is that Un-Official letters do not have intimacy or informality like Demi-Official letters.

See an example of an Un-Official letter:

U.O.Letter No..... Education-II Section	Dated : February 2, 1992
Please refer to this department's letter no. dated 15 December 1991. Send a copy of the government order of three newly created lecturer posts in the college without any delay.	
Sd./- (Prem Kumar) Joint Secretary Section	

2.4.5 Circular

‘Circular’ is an important medium of official correspondence. Government letters, notifications, office memorandums, orders, instructions or instructions etc. are sent by various ministries and departments to subordinate offices, attached sections, divisions etc. through circulars. The circular sender can send the same subject matter directly to as many subordinate and attached offices as per the requirement.

Section 3(3) of the Official Languages Act 1963, the Central Government offices are required to keep the following points in mind while preparing circulars:

- a) While preparing the Circular, thinking-deliberations should be done in Hindi only.
- b) The contents of the Circular should be systematically prepared and combined in a systematic manner.
- c) The Circular should be written in third form language style.
- d) The language of the Circular should be simple, comprehensible and effective.
- e) The words, word-order, phrases and syntax used in the Circular should be in accordance with the nature of Hindi language.
- f) The Circular should be brief and subject-wise for rapid synthesis.
- g) The Circular number is given on the right hand side and the rest of the documentation remains as per the Letter, Notice, Memorandum or Order.

See the following sample of Circular:

No..... Government of India Department New Delhi, Dated..... Circular No..... Recently it has come to notice that the Farash and Jamadars of some offices are not cleaning the rooms, verandahs, toilets etc. properly. With cobwebs and accumulated dust everywhere, it appears as if it has not been cleaned properly for a long time. This thing is very objectionable. All Farashas and Jamadars are informed by this circular that if such laxity in the performance of duty is found even further, disciplinary action will be taken against the concerned person immediately. Sd./- (a.b.c) Under Secretary, Government of India

2.4.6 Office Memorandum

Correspondence between the Ministries of Government of India/State Government is called ‘Office Memorandum’. Mutual information is also collected through this. This administrative correspondence in the form of ‘Office Memorandum’ takes place only between those Ministries/Departments which are at the same level.

‘Office Memorandum’ is also called ‘Office Reminder letter’. But this does not mean that it is a ‘reminder letter’ or a ‘reminder’. This is different from reminder. ‘Office Memorandum’ word is accepted for both.

The format of the office memorandum is as follows:

1. Number (Office Memorandum No.)
2. Name of the Ministry/Department
3. Mention of the word 'Office Memorandum' (right in the middle of the page)
4. Subject
5. Main Content (with paragraph or number)
6. Signature of the sender
7. Designation and address of the sender.

If an office memorandum is to be sent to all the Ministries, 'All the Ministries of the Government of India' mention in it.

Office memorandum is also written in third form. In this too words like 'Yours faithfully' or 'Yours sincerely' are not written at the end.

An example of an Office Memorandum:

Delhi Administration Delhi Service Department	
No	Date.....
OFFICE MEMORANDUM	
Subject: Attendance in Office.	
I am informed that some employees of the Secretariat often attend the office late. Being late in the office without prior permission is against departmental discipline. Therefore, in future, action will be taken against any employee who comes late to the office without prior permission.	
A.B.C. Secretary, Service	
All employees of the Secretariat.	

2.4.7 Memorandum

Memorandum is used to send such information to subordinate offices and officers, which is not like a Government Order. Such as approval/rejection of leave, appointment of officer/employee, posting, transfer, increment etc. Apart from this, 'Memorandum' is also used to send acknowledgment of official applications etc. An employee does not write a Memorandum to another employee, but an officer writes to an officer/employee junior to him. Due to the Memorandum being directly related to the subject, it is necessary for the Memorandum giving officer to have sufficient knowledge of government policies and service conditions etc.

Memorandum is always written in the third person. It does not contain the address and subscript, only the signature and designation of the officer. The name and designation of the recipient is written at the bottom left. The memorandum is written in brief and subject-wise, not lengthy and descriptive. The sentences of the memorandum should be short and the

language should be of simple words. According to the Official Language Rules 1976, every officer/employee of the Central Government has the right to ask for his/her memorandum only in Hindi and to submit his/her explanation etc. only in Hindi.

See a sample Memorandum:

No. F. 3-11/90 Admn. Central Translation Bureau Ministry of Home Affairs		Paryavaran Bhawan C.G.O. complex New Delhi 110003 Date: 15 June 1990
Memorandum		
Mr. A.B.C., Senior Translator is informed that he has been selected for appointment to the temporary post of Assistant Director in the Department of Expenditure, Ministry of Finance on deputation basis. The offer of appointment received from the said department is attached with this memorandum. If this proposal is acceptable to them as per the terms given in the above proposal, he may kindly convey his acceptance to the undersigned immediately for onward transmission to the Department of Expenditure, Ministry of Finance.		
		Sd./- X.Y.Z. Administration Officer
Enclosed: As above Mr. A.B.C., Senior Translator Central Translation Bureau		

2.4.8 Office Order

‘Office Order’ is used as a major means of communication of government work. ‘Office Order’ is used for the related work by the government authority for the employees of any ministry, concerned department, division, section or office. The character of the Office Order is prescriptive. Office orders are used for transfer of employees, for making or stopping promotion of an employee, for issuing increment or pension, for sanctioning or denying different types of leave as well as for distribution of work among officers and sections etc.

Due to the prescriptive nature of the Office Order, it becomes the ultimate duty of the concerned employee/employees to comply with this order. Office orders are always issued in the first person singular. There is no place for the formality of address or self-direction in the office order. It’s language is straight, simple and clear. At the end of the order is the signature and designation of the authority on the right. At the bottom left, the names of those offices/sections/divisions or persons etc. are mentioned, to whom copies of the office order are to be sent. The specimen of the office order is as follows:

S.No: O.L. 205/7/2002 Government of India Ministry of Home Affairs Department of Official Language		Loknayak Bhawan New Delhi Date: 15 September 2002
---	--	---

Office Order

The following candidates are appointed to the posts of Junior Hindi Translator and Hindi Assistant in the pay scale of in the Department of Official Language (Ministry of Home Affairs), Government of India from 16 October 2002 forenoon. These appointments are temporary and will be permanent in due course :

1. Mr....., Hindi Assistant
2. Ms....., Hindi Assistant
3. Mr....., Junior Hindi Translator
4. Smt....., Junior Hindi Translator

Sd./-
Deputy Secretary (Govt. of India)

Copy to :

1. All persons concerned
2. Pay & Accounts Section

2.4.9 Order

Information about creation of new posts in Central Government and State Government offices/departments etc., information about decisions taken by the government on important subjects related to employees, information about action taken in administrative matters, delegation of powers etc. has been provided through Orders.

Some offices keep the 'Office Orders' as 'Government Orders' and divide government orders into two categories - (1) general government orders; and (2) circular government orders.

The letters sent by the government to the subordinate officers/employees are called 'General Government orders'. It may appear to be an order of government by name, but the government can give any specific order or any information in it. According to the post/position of the employee/officer, the language of the order is changed as per the requirement.

The Government orders that are sent to Heads of departments, Heads of Offices etc. are called 'Circular Government Orders'.

Please see the sample copy of Order :

No.....
Government of India
..... Department

New Delhi
Dated

Attention of all employees is invited to Order No..... Dated....., who mentions that the recess on all working days shall be from 1.30 p.m. to 2.00 p.m. For some days it is being seen that many employees do not reach their work place after 2.15 pm and even after that. All the employees are told to limit the duration of the interval to half an hour only and definitely start their work after 2.00 pm.

2.4.10 Notification

The announcements which are published by the central or state governments in their gazettes for the information of the general public, offices, related officers and employees on behalf of the government are called 'Notifications'.

Notifications are taken out for giving information about appointment, promotion, transfer, increment, leave, resignation, retirement, Acts, orders and executive rights etc. of government officials/employees. Notification is sent to publish in the official gazette the announcement of statutory rules and orders and delegation of powers etc.

While sending the Notification, it is clearly mentioned in which section of the Gazette and when it is to be published. Notifications are not written by addressing any particular officer or person. These are written in the third person.

The Notification carries the number, name of the Ministry/Department, signature of the sender and his/her designation. In this, the sender and the recipient are not mentioned under the title, nor is there an address and a subscript. In this, like a 'Resolution', an officer of the Joint Secretary level signs. There should not be any cutting, modification etc. anywhere in the Notification.

See the following sample Notification:

TO BE PUBLISHED IN THE GAZETTE OF INDIA PART 1, SECTION 2	
Government of India Ministry of Home Affairs New Delhi	
Date.....	
Notification	
No. 3295/10/2002 Shri Devendra Shukla, Under Secretary, Ministry of Home Affairs, is appointed as Officiating Deputy Secretary in the Ministry of Home Affairs, in place of Shri Arun Kumar Gupta, who has been transferred to the Ministry of Law.	
Sd./- Sunil Shetty Joint Secretary, Government of India	
To,	The Manager Government of India Press New Delhi,
No..... New Delhi, Dated.....	
Copy forwarded to the following for information:	
1. 2. 3.	
Sd./- Surendra Pal Singh Under Secretary, Government of India	

2.4.11 Resolution

‘Resolution’ is issued only by the government. It is also called ‘Government Resolution’ because it is issued only on behalf of the government. ‘Resolution’ is used for the following purposes :

- a) For the announcement of important government decisions related to policy
- b) For public announcement of government policies
- c) To require the decisions of the inquiry committees of the Central Government
- D) For publication of reports of various departments and general administration.

‘Resolutions’ are also published in the Gazette of the Government of India like Notifications.

See the following sample resolution:

TO BE PUBLISHED IN THE GAZETTE OF INDIA PART 1, SECTION 4 Sl.No. 109/9/2002 Government of India Ministry of Home Affairs RESOLUTION For the last few months, the government is worried about the brutal attacks on the families of Scheduled Castes and Scheduled Tribes by anti-social elements in various states, especially in Uttar Pradesh, Madhya Pradesh and Bihar etc. of the country. In these attacks, houses of many Dalits have been burnt and many people have been shot. The government is distressed by these incidents and the government is determined to prevent such incidents and to rehabilitate the families attacked with proper punishment to the criminals. The government resolves to constitute a high powered committee for the implementation of this Resolution. In this committee, apart from government representatives, Scheduled Caste-Scheduled Tribes and special public servants have also been appointed as representatives. This committee will submit its report to the government within three months of its appointment.
--

2.4.12 Press Release and Press Note

Any government information, decision or policy to the general public, ‘Press Release’ or ‘Press Comment/Note’ is used. Here you can think whether Press Release and Press Note are the same or there is a difference between them.

‘Press Release’ is more formal and sensitive than ‘Press Note’ i.e. there is a possibility of loss of meaning even by a slight change in words. Therefore, the editor is bound to publish the Press Release as it is without any trimming or modification/change. On the other hand, due to less formality in the Press Note than the Press Release, the editor has the right to modify/change the material received in his/her own way and according to convenience.

The date of publication is written in the text of ‘Press Release’ so that it is not published before that. The publication of examination results etc. is done through Press Release only. In the Press Release, after the date and time reference, the subject/title is mentioned below by writing the words ‘Press Release’ clarifying the news content. Thereafter, related content is given below.

‘Press Releases’ and ‘Press Note’ are sent directly to the Principal Information Officer, Press Information Bureau, New Delhi with the instructions to publish the same on the due date and time and not before. There are no sender, recipient, addressee and subscript in the matter. The

name of the ministry from which it is issued is written to the left of the signature. The place and date are written below the name of the ministry. See a sample press release:

Press Release Topic: Age of Marriage A year ago some suggestions were received from the Department of Family Planning regarding increasing the age limit of marriage. The government considered all the suggestions in depth and detail and it was decided that the age of marriage should be increased to at least 21 years for boys and 18 years for girls. This press release has been sent to the Chief Information Officer, Newspaper Information Office, Government of India, New Delhi for publication for wide publicity and dissemination. K.K. Sharma Home Secretary, Government of India Ministry of Home Affairs New Delhi August 16, 2002

Similarly, see the sample of the Press Note:

Press Note The Government of India has decided to give one more installment of Dearness Allowance to the Central Government employees with effect from July 2002. This dearness allowance will be a maximum of 1.5 per cent of the basic pay of the central government employees except 'A' class employees and a maximum of 1 per cent of their basic pay for 'A' class employees. Half of the dearness allowance will be deposited in the provident fund of the employees. Pensioners will also get the benefit of this increase in dearness allowance. Sd./- Hariharnath Shukla Secretary, Ministry of Finance Ministry of Finance Date: 20 September 2002

2.4.13 Endorsement

Sometimes a copy of a letter has to be sent to more than one person for information or some kind of action. In such a case endorsement is done. Endorsement means - to mark from behind, to endorse, to confirm. The process of writing on the back of a telegram, bill or article is called 'Endorsement'. Endorsement is used in the following circumstances :

- a) When a copy of the communication is to be sent to a department other than the addressee.
- b) When only the original is to be returned to the sender.
- c) When the information is to be sent (in original or a copy) to any Ministry or attached or subordinate office for comment or disposal.
- d) Copies of the subject approvals given by the Administrative Ministries are also forwarded to the Audit Officers in endorsed form.

Thus, in addition to receipt, copy of the letter etc. is sent for information; for information and guidance; for necessary action; for reply; for quick compliance; for comment/disposal.

But, when the copies are sent to the State Government, the Endorsement is not made on the letter. Rather, the letter is used instead.

In the original letter, the signature and designation are written after the subscript, but in other copies the signature is done below after the endorsement. Official letter, Office Order, Office Memorandum, Circular, copy of telegram, Resolution, Notification, Press Release etc. can be sent in original or in the form of copy by endorsement.

Endorsement is made in two ways - (a) by writing below on the original letter; and (b) by drafting a separate endorsement.

Endorsement can be done in various forms. like,

A copy of the notice/information and reference/necessary action/reply is being sent for immediate compliance (with a copy of the letter to which reply is given) to.....

Or

Endorsement No.	Date
Copy for information/necessary action to :	
1.	
2.	
3.	Office/Department
No.....	Sd./
Date.....	Designation
Recipient's Address.....	
Signature.....	Designation
(While sending to State Governments etc. or sending financial approval)	

Copies of the financial sanctions issued by the Administrative Ministries, which are to be sent by the Ministry of Finance to the Audit Officers, are also sent by endorsement.

2.4.14 Informal Note

‘Informal Note’ between government offices is generally used between the ministries or their attached offices to get the views of the other ministry on a specific subject or proposal or to ask for any information etc. In this type of correspondence, no address or honorific word at the end is used. In this, the number and date are written by drawing a line below the name of the receiving ministry. See the following sample informal comment:

Ministry of Transport
Location for Tourist Office at Shimla

This Ministry has decided to open a tourist office for the convenience of the tourists in a place full of beautiful, attractive and natural resources like Shimla. There is no government building available for this. Before a final decision is taken on the matter, the Ministry of

Works and Housing will be pleased to see whether the rent of the proposed building for the office is reasonable?

Sd./-
(abc)
Under Secretary
Ministry of Transport

2.4.15 Reminder

In 'Reminder' the same form of letter, Memo, Informal Note etc. is used, which was kept in the original drafting. When no action has been taken at the time mentioned in the original letter or the requested information has not been sent within the stipulated time, then a reminder/reminder letter is used to remind the concerned officer/officers to complete the work.

You have studied in detail about the Demi-Official letter in Section 2.4.2 of this unit. At this point, we would like to inform you that while sending reminders, only the format of a Demi-Official letter is adopted. In fact, many times, it also happens that despite sending letters and reminders, when desired response is not received from the concerned department etc., reminders are also sent in the form of Demi-Official letters. Since the format of the Demi-Official letter has already been discussed in Section 2.4.2, the sample is not given here again.

When more than one reminder is sent, '2nd/3rd reminder' is written at the top (right side) for attention.

2.5 Need of Translating Administrative Correspondence

The main purpose of administrative correspondence is to ask for any information, to give a decision, to tell about the action taken or to ask or give any advice. All these subjects make an important contribution in the operation of any administrative system. Today, we are passing through a bilingual situation in administrative work in India. Therefore, the offices where administrative correspondence is not done in Hindi have to resort to translation for sending information to Hindi-speaking states. This process of translation from English to Hindi and from Hindi to English is, therefore, required in administrative correspondence. According to the Official Language related provisions, many states of India use both Hindi and English languages at the administrative level. Therefore, translation is needed there too. You have already read about this arrangement related to Official Language in Unit 1. Therefore, it is not being discussed here.

In fact, administrative correspondences are used as evidence when necessary and are also seen to be cited again and again. Therefore, these important documents are translated and kept safe in both the languages i.e. English and Hindi in India.

2.6 Translating Different Types of Administrative Letters

It has been explained in Section 2.3 of this unit that there are many types of administrative correspondence. Out of these various types, we will consider in this Unit-2 only the translation of various types of 'Administrative Letters' (including 'Official letters' and 'Demi-Official letters'), 'Office Memos' and 'Memorandums'. Translation of other major forms of administrative correspondence (such as Office Orders, Notifications, Resolutions, Press Notes and Press Releases, Endorsements, Circulars etc.) will be discussed in the next Unit-3 of this course. Section 3.7.1 of that unit 'points to be kept in mind while translating administrative correspondence' have been discussed. It will also be better for you to study that part of Unit in the context of translation of different types of administrative letters.

2.6.1 Translating Official Letters

You have read in Section 2.3 of this unit that a letter issued by any office of the government is called an 'Official letter'. Different types of letters are written in all offices. You have also studied that they may be written in any language, but they usually have a fixed format of writing. This format has to be maintained while translating official letters. Sometimes various letters also have to be translated into Hindi. While translating them, it is necessary to take special care of the following things :

- a) The file number and name of the Section are written in abbreviated form at the top of the letter i.e. No. (number of file). For example, 'Dist.Sec./Dept.' (which is short form of 'Distribution Section/Department'). If the name of the department or Section issuing the letter is not clearly understood, the name written in Roman may be transliterated into Devanagari while translating.
- b) In some letters the name of the sender, his/her post etc. is mentioned. This aspect should also be taken care of at the time of translation.
- c) The post of the person to whom the letter is being sent is written after 'To'. If the full form of the abbreviation of the particular department of that officer is not known in target language (for example in Hindi), the designation is to be written in transliterated form.
- d) In the official Hindi translation of the English address 'Sir', only 'Mahoday/Mahodaya' is written, not 'Shriman' or 'Mahashaya'.
- e) The identification line of a letter written in English is usually 'I am directed to state.....'. In different letters, this identification line can also be written differently in some other forms (expansions). like,
 - I am directed to acknowledge the receipt of.....
 - I am directed to invite your attention to this office letter No..... dated and state
 - With reference to your letter dated..... I am directed to send herewith that.....
- f) The message of the sender in the letter or the request made by the sender at the end of the body of the letter, is expressed in the imperative form in the official language in second person or third person and not in first person. In common language, this imperative form can also be expressed in the first person. This fact should not be ignored at the time of Hindi translation.
- g) At the end of the body of the letter, a request is usually made about sending quick reply/working etc. This request should be expressed in the Hindi translation in the third person in the same way as mentioned in 'g' above.

Now, let us discuss about the translation of another type of administrative letter i.e. 'Demi-Official Letter'.

2.6.2 Translating Demi-Official Letters

In Section 2.3 of this Unit, you have learned that a letter written by an officer of one office addressed personally to another officer of another office is called a 'Demi-Official letter'. These types of letters are written to draw the attention of an officer towards a particular matter/rule/government order or correspondence. They are usually written in an informal

style and sometimes in a formal style as well. The inclusion of elements of personal touch, intimacy etc. in the language and address of this type of letter has to be maintained in translation also because the effectiveness of letters written in such a personal manner should remain in translation as well.

Let us now consider the translation of another type of correspondence, namely 'Office Memorandum'.

2.7 Translating Office Memorandum

You have read about Office Memorandum in Section 2.4.3 of this unit. Now it must be clear to you that the correspondence between the Ministries of Government of India/State Government is called 'Office Memorandum'. You have also learned that an Office Memorandum has a definite structure and is written in the third person.

Certain precautions have to be taken when an Office Memorandum originally prepared in English is translated into Hindi. Here we are telling you about those precautions in brief :

1. The form of an Office Memorandum is like that of a Memorandum. The difference is that where the Office Memorandum is addressed by one ministry to several ministries/departments etc., the recipient of the Memorandum is usually a person from his/her own department. Being addressed to multiple departments, the language of the Office Memorandum is kept simple and non-technical. It should also be translated in the simplest possible way. It is the natural nature of the English language that long sentences are composed in it, while in Hindi the composition of short sentences is considered good. Therefore, while translating, instead of long English sentences, you can present them in short sentences in Hindi as per the requirement.
2. Office Memorandum mostly starts from 'The undersigned is directed to.....' Therefore, it should be translated by clearly understanding its difference from the letter 'I am directed.....'.
3. In the language of office memorandum, the third person is always used. The words 'I', 'You', 'We', 'My', 'Our' etc. should not be used in the Office Memorandum.
4. The identification line of the Office Memorandum is 'The undersigned is directed to state.....' But in different Office Memos it can be hidden in many ways in the opening sentence. For example see the following phrase:
 - i) In supersession of this Department's Office Memorandum of even number dated.....on the subject noted above, the undersigned is directed to state that
 - ii) The undersigned is directed to invite attention of all the Ministries/ Department etc. to.....
 - iii) The undersigned is directed to enclose herewith a copy of.....with the request that.....
 - iv) In continuation of this Department's letter No..... dated.....on the above subject, the undersigned is directed to state.....

Let us now consider the translation of another type of correspondence, namely 'Memorandum'.

2.8 Translating Memorandum

You have read about Office Memorandum as well as Memorandum in Section 2.4.3 of this unit. Now it must have become clear to you that Memorandum is used to send such information to subordinate offices and officers, which is not like a government order. You have also come to know that Memorandum is not written by an employee to any other employee, but by an officer to an officer/employee junior to him/her. Memorandum is written in cases of acceptance/rejection of leave, late arrival of an employee, appointment, posting, transfer, increment etc. of an officer/employee. You have to keep in mind that being directly related to the subject, the reporting officer needs to have adequate knowledge of government policies and service conditions etc.

You have also read that Memorandum is always written in third person and in a certain format. The sentences of the Memorandum should be short and the language should be of simple words. Certain precautions have to be taken when a Memorandum originally prepared in English is translated into Hindi. Here we are telling you about those precautions in brief.

1. Memorandum is written in third person, that is, it does not use 'I', 'You' etc. For example, using 'He may intimate his acceptance to the undersigned.....' instead of 'You please intimate to me your acceptance'. Similarly, 'Mr..... is offered a post of' is used instead of '...offer you a post of....' This type of linguistic feature of Memorandum writing has to be maintained by the translator while translating target language Hindi.
2. The sentence structure of the Memorandum is usually long as per the pattern given above. But this does not mean that the same sentence structure of English should be followed in the translation. While translating, sentences should be made according to the sentence structure of Hindi.

'Circular's, 'Office Orders', 'Notifications', 'Forms' and 'Procedural literature' etc. also come under administrative literature. We will discuss the translation of such other major procedural literature in the next unit.

2.9 Let Us Sum Up

After going through this unit, you must be clear about what is meant by administrative correspondence. It must have also become clear to you that what are the main different types of administrative correspondence and what is their nature. After knowing about these different types of administrative correspondence, it becomes necessary to know about their translation. Keeping in view the limitation of the size of the unit, we have discussed in this unit only about translation of Official and Demi-Official Letters and Office Memorandum/Memorandum. We will consider translation of other types of administrative literature – circulars, office orders, notifications, form and procedural literature etc. in the next unit.

2.10 Exercises

1. What do you understand by administrative correspondence? Throw light on the need of administrative correspondence.
2. What are the different types of administrative correspondence?
3. Why is translation of administrative correspondence required? Explain.

4. What are the points to be kept in mind while translating different types of administrative letters ?

2.12 Suggested Readings

- Compilation of orders related to Hindi Training, New Delhi, Department of Official Language, Ministry of Home Affairs.
- Dayal, Shambhu, *Karyalayi Hindi* (Official Hindi), New Delhi, Anurag Prakashan.
- Sharma, Om Prakash. *Vyavaharik Hindi* (Practical Hindi), New Delhi, Sanmarg Prakashan.
- Bhatt, Pushpalata. *Sarkari Kaamkaaj mein Hindi* (Hindi in Official Work), New Delhi, Sachin Prakashan.
- Bhatia, Kailash Chandra. *Kaamkaaji Hindi* (Working Hindi), New Delhi, Takshashila Prakashan.
- Nagendra (Ed.), 1993. *Anuvad Vigyan : Siddhant Aur Vyvhaar* (Translation Science: Theory and Practice), Directorate of Hindi Medium Implementation, University of Delhi, Delhi.
- Paliwal, Rita Rani, 2004. *Anuvad Prakriya Aur Paridrishay* (Translation Process and Scenario), Delhi, Vani Prakashan.
- Khemani, Anand Prakash and Prakash Ved (Eds.), 1964. *Anuvad Kala : Kuchh Vichar* (Art of Translation: Some Reflections), Delhi, S. Chand & Co.
- Tiwari, B.N., Goswami, K.K. and Gulati, Ajit Lal (Eds.), 1993. *Karyalayi Anuvad Ki Samasyaen* (Problems of Official Translation), Delhi, Shabdakar.

Unit 3 Translation of Administrative Correspondences-II

Structure

- 3.0 Objectives
- 3.1 Introduction
- 3.2 Translation of Circular
- 3.3 Office Orders and Translation
- 3.4 Translation of Notification
- 3.5 Translation of Form
- 3.6 Translation of Procedural Literature (Manuals, Reports)
 - 3.6.1 Procedural Literature: Meaning and Nature
 - 3.6.2 Language of Procedural Literature
 - 3.6.3 Procedural Literature and Translation
- 3.7 Translation of Administrative Correspondences : Important Points
- 3.8 Let Us Sum Up
- 3.9 Exercises
- 3.11 Suggested Readings

3.0 Objectives

After reading this unit you should be able to:

- understand the conventional terminology and formats related to circulars, office orders, notifications, forms, and procedural literature;
- understand the specifics of translation of circulars, office orders, notifications, forms, and procedural literature; and
- practice translating them.

3.1 Introduction

In the previous Unit No.2 of this course, you have come to know what is meant by administrative correspondences. It must have become clear to you that what is its need in administration. Along with this, you have also come to know what is the nature of administrative correspondences and what are its main types. While considering the types of administrative correspondences, you have also been introduced to their usage, style and format features. Along with this, it must have also become clear to you why there is a need for translation of administrative correspondences. In this unit we also learned about the translation of different types of administrative letters, office memos and memos. You must have got a clear understanding that what are the things to be kept in mind while translating administrative letter, office memorandum and memorandum. You must have kept these in mind while practicing the translation of these types of administrative literature.

The objective of this Unit is to explain the nature, language and characteristics of other types of administrative literature. Among other various types of administrative literature mainly circulars, office orders, notices, forms, manuals, reports etc. are being considered. In this unit, it will be explained what is the traditional format of the above mentioned administrative letters and how to translate the usages used in them while translating. Here also an attempt will be made to clarify that how much freedom is there in the selection of words in the translation of the above formats and what is the definite convention of translation of which

words. Along with this, you will also be given their translation practice and will also be told that what should be specially taken care of while translating them.

3.2 Translation of Circular

Unit 2 of this MTT-013 course related to 'Areas of Translation'. While giving information about different types of administrative literature, you have also been told about 'circular'. On the basis of your study, you have come to know that when any order, information or suggestion has to be given to many persons, officers or departments or any office or ministry takes any information from its subordinate or attached departments, then 'Circular' uses.

'Circulars' are a good medium for disseminating particular information to a number of officers or departments. In fact, there is no fixed format of Circular in official correspondence. Its format is similar to other 'government letters'. In its nature it is like an 'office order'. The only difference is that when any information, order, instruction is to be sent to one or many employees, it is given the form of a 'Circular' rather than an 'Office Memorandum'.

An official of the government system issues a 'Circular' not because of individual power, but because of being a part of the government system. Therefore, the form of 'Circular' is completely impersonal. Like other official letters, the words 'Yours faithfully' or 'Yours 'or 'Yours faithfully' are not used at the end of the Circular, but the Circular directly mentions the signature, name and designation of the issuer. Those to whom the Circular is related are mentioned at the end of the letter.

Since the authority in administration is vested in the position and not in the person, and the decision is not at the personal level but at the level of governance, therefore, the language of the Circulars is not individual-relative but individual-neutral. In other words, its language is dominated by 'passive voice sentences' and the subject is missing or indirect and is written in the second person. The 'active voice' or 'passive voice' of the sentence is basically based on the notion of the mutual supremacy of the Subject and the Object. In active voice, the place of the Subject doer is major and the place of Object is secondary, while in passive voice, the place of Object becomes major. In general practice, the place of the Subject is prominent among the three components of the sentence – subject, verb and object. But in government work, the officer or employee performs his/her duty on the basis of the powers vested in the authority. Therefore, in the language of administrative works, out of the Subject, verb and Object, the n object often becomes dominant and the sentence structure is according to passive voice. The difference between active voice and passive voice in sentence structure can be understood from the following example:

Active Voice : The Chief Minister inaugurated the convention today.

Passive Voice : The Conference was inaugurated today by the Chief Minister.

In the first sentence, the subject 'Chief Minister' occupies a prominent position in the sentence structure while in the second sentence, the verb i.e. 'Inauguration of the convention' becomes prominent.

In the English language of administrative correspondence, there is often preponderance of passive voice and similarly in its translation Hindi passive form is used. But in the context of translation, it is important to note here that there is a difference in the basic nature of Hindi and English languages. In the English language, there is an excess of use of passive voice while in Hindi; there is a general tendency for the use of active voice. There is a lot of structural difference between Hindi and English. This makes the process of translation from

one language to another very complicated. While translating in these situations, sometimes it becomes inevitable to resort to some relaxation rather than strictly following the general rules. In these circumstances, it is not necessary that every passive voice English sentence should be translated into passive voice only.

The language of official correspondence is purely formal. Therefore, in the translation of the Circular, there should be proper use of administrative terminology, clarity and certainty of meaning, uniformity along with formal-style. In the translation of the Circular, the correct and prevalent synonyms of the phrases should be selected. Therefore, it is necessary to be fully familiar with the usages used in the Circular and their translated form.

Literal translation should be avoided in translation of the Circular. Along with the correct synonym, the correct context should also be kept in mind. There are many synonyms for a word. In the translation of Circulars, the same synonym should be used which is often used in the language of Circulars. Therefore, keeping this in mind in translation of sentences can prove to be more useful.

The purpose of the Circular is to inform the concerned departments or offices. Therefore, there is no word in it as sender, reference, address etc. In this the original subject is mentioned directly giving the title of the Circular followed by the name of the issuing office. If the information of the Circular is for all, then it is written at the end 'To all Ministries/ Departments of the Government of India' etc. An example of the Circular is as follows:

**No. 14012/8/76-OL(C)
Government of India
Ministry of Home Affairs
Department of Official Language.**

**New Delhi - 110001,
23rd March, 1976**

OFFICE MEMORANDUM

Subject : - Arrangement for imparting training through the medium of Hindi at the training centres of the Government of India.

With the commencement of bilingual phase and consequently option have been allowed to all the Central Govt. employees to use Hindi or English in their official work, option for Hindi medium has been allowed in the departmental examination and the examinations for recruitment to subordinate posts. It is now felt that similar option may also be granted in various training centres of the Government of India. The Ministry of Finance etc. are requested that to enable the examination of the practical aspects of the problem, this Department may please be intimated the number of training centres under their control, places where the option for Hindi medium has been allowed and also whether such an option is available to the examinees at the time of examination also.

Sd./-

**Hari Babu Kansal
Deputy Secretary to the Govt. of India**

To
All Ministries/Departments of the Government of India, etc.

3.3 Office Orders and Translation

In the previous Unit No. 2, you have read that 'Office Order' is one of the important forms of correspondence used in government offices. It is used to run the internal administration of the

office. Office order is used to follow administrative order in an office or for someone's appointment, promotion, confirmation, transfer etc. Through this, all kinds of information and orders can be given to subordinate employees or departments.

There is no address and self-direction in the Office Order, rather the Office Order is written on the top of the letter. In the Office Order, the name of the persons, sections, departments etc. concerned is written by writing 'Copy to'.

It is important to mention here that the language of the Office Order is clearly prescriptive. But it is always written in the 'Third person' and in the 'Indirect form'. For example, if a higher authority approves someone's leave or appoints him for some work in a department, then instead of saying 'I approve the leave' will use vocabulary and syntax in indirect form as 'The leave of..... is sanctioned'.

You should keep in mind that the pronouns 'I', 'we', 'you', 'them', 'all of you' etc. are not used in the Office Order. The expression 'I' (first person) of the issuer is absent in the Office Order. Therefore, the word 'I' is not used in it.

The language of the Office Order is normative/prescriptive. Therefore, it is very simple, understandable and concise. Complete instructions are often summed up in one or two sentences. But, we also have to keep in mind that despite being a directive language, there should be humility in the language of the Office Order. Therefore, sharp, stinging and awkward words should be avoided in the Office Order.

There is a difference between common language and Functional Language. Placing common language words in official language translation can lead to loss of meaning. A person unfamiliar with the language forms and technical terms of the Office Order may not be able to properly translate such correspondence. Therefore, it is appropriate to study on the related correspondences. In the translation of the Office Order, among the various synonyms of the words, the synonym which is used traditionally should be used. The subject is not mentioned in the Office Order. Objectivity is expected in the language of the Office Order. The signature of the officer and his designation is given at the end of such correspondence. The format of an Office Order can be understood with the help of the following example:

No.I/14013/01/2004-O.L.(Policy-1)
Government of India
Ministry of Home Affairs
Department of Official Language

Lok Nayak Bhavan, Khan Market,
New Delhi, Date: 31 December, 2004

OFFICE MEMORANDUM

Subject: Use of Hindi words "अन्य भाषा-भाषी" or "हिंदीतर भाषी" in place of Hindi words "अहिंदी भाषी".

It has come to the knowledge of Department of Official Language that a number of Ministries/ Departments etc. of the Government of India have been using the Hindi words "अहिंदी भाषी" for the States/persons, whose official language/mother-tongue is not Hindi. The Hindi words "अहिंदी भाषी" has not been used anywhere in the Official Languages Act, 1963 and in the Official Languages Rules, 1976.

2. Hindi is the official language of the Union and the link language of the nation. Hence all the Ministries/Departments etc. of the Government of India are requested to use the Hindi words "अन्य भाषा-भाषी" or "हिंदीतर भाषी" in place of the words "अहिंदी भाषी" in their official work and in their in-house magazines and also request their attached/subordinate offices, undertakings, banks etc. to take action accordingly.

Sd./-

(M.L.Gupta)

Joint Secretary to the Government of India

Tele: 24611 031

To

All Ministries/Department of Government of India.

3.4 Translation of the Notification

Notification is a commonly used format in government business. This type of format is used for publication for the information of the general public on the appointment, transfer, retirement, leave of higher officers and other matters of public importance. These notifications are published in the Gazette for general information. Gazette is a periodical publication published by the central or state governments, printed by the central or state printing press, in which notifications, newly created rules and regulations etc. are published. The provisions or regulations mentioned in the Gazette come into effect only after publication in the Gazette.

Notifications are often related to promotion, transfer etc. of gazetted officers. Information related to elections, when finally approved, is issued by the Election Commission, they are also called notifications.

It is mentioned in the Notification in which part and issue of the Gazette it is to be published. Like, 'To be published in the Gazette of....., Part....., Section. At the end of the Notification 'The Manger, Government of Indian Press.....' or in the case of State Governments, the official press and location of the State Government is mentioned.

Notification is usually written in third person. The subject matter of the Notification is mentioned in the title form.

The important fact in the context of translation of Notification is that the language of Notification is informative and denotative. Therefore, while translating the Notification, this purposefulness of the Notification should be maintained. The opening sentence of the English form of Notification is often a complex sentence consisting of several clauses. At the time of translation of such complex sentences, it is necessary to keep in mind that if translation is started from any one sub-sentence, it will be effective. It is not always necessary to break the first sentence of the Notification into smaller sentences. Proper syntax should always be kept in mind while translating the Notification. The sentence structure of English is very complex at times. Hindi translation is not suitable in the same sentence structure. In these circumstances, complex sentences are broken down into simple sentences.

While translating the words 'Sections', 'Department', 'Division' etc. in the Notification, out of their various synonyms are accepted as definitions for many times, for the same word, different Hindi synonyms used in the Central and State Governments. For example, the Hindi equivalent of the word 'Division' used in the Central government, but in some states different Hindi word is prevalent for it. Therefore, in the translation of such words, it is not enough to

see only the 'Administrative Glossary' of Commission for Scientific and Technical Terminology, but also the knowledge of the behaviour of the appropriate Hindi word in the concerned government office is required. The words 'appointment', 'transfer', 'posting', 'deputation', 'leave' etc. are used in the Notification in their full definitional sense. Therefore, due caution is necessary in the translation of these words.

Let us now look at a Notification prepared in English :

(To be published in the Gazette of India, Part 1, Section 2) Government of India Department of New Delhi, the 20..... NOTIFICATION No..... Shri X.Y.Z., Under Secretary in the Department of is appointed to officiate as Deputy Secretary in that Department vice Shri..... transferred to the Department of..... The Manager, Government of India Press, Faridabad. Sd./- (A.B.C.) Joint Secretary to the Govt. of India	
---	--

You must have noticed in the above format that the contents of the Notification have been summed up in just one sentence. Such sentences create difficulty for the translator. In such a situation, it becomes necessary for the translator to present the translated form by breaking the complex sentence made up of several clauses into small sentences. This gives a natural touch to the Notification prepared in the target language Hindi.

3.5 Translation of the Form

'Form' is a commonly used format in administrative work. Through the Form, desired information is sought from anyone in administrative work. It is a type of questionnaire which has a fixed format. In this, blank space is left by mentioning the points of the desired information, in which those information can be filled or by writing the possible answers, leaving a blank space in front of which the person filling the form has to tick. These types of questions are called open ended questions respectively; 'open ended' and 'closed questions'. There is freedom to write the answer in the 'open question', while in the 'closed question' one has to choose or write one of the given alternative answers. This can be understood with the help of the following examples:

Open Ended Question :

1. Name:
2. Address:

Closed Ended Question

Gender : Female () Male ()
(Tick the appropriate answer)

Here it is also necessary to consider whether the form is a questionnaire only? If not, what is the difference between the form and the questionnaire? Let us first find the answer to this question.

Form does not amount to questionnaire. There is a difference between the two. A fundamental difference between the form and the questionnaire is that the questionnaire consists of direct questions, whose nature and tendency are descriptive and analytical and the desired answer to these questions is obtained in a direct or indirect form. But in 'Form' there is a structural proforma of questions in which the required information has to be given directly and their format and entry are simple and concise. Information has to be filled directly in the blank spaces in this structural proforma. Different forms are prepared for different types of business in administration and each form has a certain structure or format which determines which information is to be included in it. Further blank spaces are given to fill those information. Each of the spaces is assigned for a specific purpose. The words given before the box indicate the whole thing in essence and they are very simple, concise, clear and of definite meaning. If there is any possibility of ambiguity or confusion in them, then related specific instructions or remarks are given in parentheses or at the beginning or end of the form so that the information required in the form can be understood properly.

In all types of correspondence used in administrative work, 'Form' is such a format which is directly related to the common man. When any common man makes any kind of application in government departments for any purpose, s/he has to fill the prescribed form in a certain format. On the basis of necessary information received through the form, the department takes necessary action. As per the statutory conditions, administrative work in our country is traditionally done in bilingual form. Therefore, being concerned with the common man, the forms are often bilingual. To make the form accessible to the common man, it is translated into the language of the common man. Therefore, translation of all types of forms is required.

Translated forms are printed in two ways. One type of form is bilingual in which each column is given simultaneously in both English and Hindi languages. In the second type of form, one side is printed in English and the other side is printed in Hindi. Applicant can fill up the required information in the form in any language.

कापरेशन बैंक
Corporation Bank

शुद्ध मं जमा
Deposited in Branch
खाताधारक का नाम
A/C HOLDERS NAME
खाता संख्या / खाता नंबर
Account maintained with
शाखा संस्था
शाखा
Branch

प.क. I.D. 501
जमा एपी PAY IN SLIP
दिनांक
Date
200

चैक / डीडी / नकद
CHEQUE/DD/CASH PARTICULARS

चैक / डीडी / नकद
CHEQUE/DD/CASH PARTICULARS

रुपये
Rupees

क्रॉल नं. SCROLL NO. कुल TOTAL

नोट्स/चार्ज
Notes/Charges

Service Tax Registration Number: BFN/MNG/ST-1/184/2004-CB. Our commission/charges includes Service Tax

कापरेशन बैंक
Corporation Bank

शुद्ध मं जमा
Deposited in
खाता संस्था
Account maintained with
शाखा संस्था
शाखा
Branch

प.क. I.D. 501
जमा एपी PAY IN SLIP
दिनांक
Date
200

चैक / डीडी / नकद
CHEQUE/DD/CASH PARTICULARS

चैक / डीडी / नकद
CHEQUE/DD/CASH PARTICULARS

रुपये
Rupees

क्रॉल नं. SCROLL NO. कुल TOTAL

नोट्स/चार्ज
Notes/Charges

Service Tax Registration Number: BFN/MNG/ST-1/184/2004-CB. Our commission/charges includes Service Tax

Translation of Form:

While translating the Form, we have to keep in mind that instead of using the whole sentence, code words are used in it. These coded words should convey the required meaning so that the

person filling the form can understand the meaning of the desired information. So code words are translated by replacement of code words. The translated code words should have a clear and definite meaning. Therefore extra care is needed in the translation of the form. Here it is meant by a symbolic word that the word completely represents an interrogative sentence. For example, if 'resident' is written in the form, it means that this word has been written to get the answer to the question 'Where are you a resident of?'. It is very important to understand the meaning of the word given in each column with reference to the form and to translate that meaning of the source language into the target language with equally precise and accurate words. The translation of the form should be in simple and easy language as it is directly related to the general public.

Many times it is also seen that technical words are used in the form. These technical words should be translated with equivalent technical words and for this the help of glossary of technical terms should be taken. Otherwise there is always scope for great confusion. If a technical term given in the form is obsolete, it is appropriate to explain its meaning in parentheses or footnotes.

While translating the Form, it should always kept in mind that the same word (which is used in the official language) should be used in many literal synonyms in the Form. For example, 'Religion', 'Panth', 'Cult' etc. are synonymous words but in the Forms related to official dealings, the word 'Religion' is used for them in English and '*Dharma*' in Hindi.

If the Form is related to bank, then it should be translated with the help of 'Banking Terminology' prepared by the Reserve Bank of India and the prevalent banking terms should be used in that translation. Similarly, while translating Science and Humanities related Form, the 'Comprehensive Glossary of Technical Terms' of Sciences, Social Sciences and Humanities prepared by the Commission for Scientific and Technical Terminology (CSTT), Ministry of Education, Govt. of India can be taken care of. The translation of Statutory Forms is expected to use the 'Legal Glossary' published by the Ministry of Law. Since the Statutory Form is a kind of legal paper, therefore, extra awareness towards the use of words is necessary in their translation.

3.6 Translation of Procedural Literature (Manuals, Reports)

In this part of the unit we will consider the translation of Procedural literature. But before that it is necessary to know what is meant by Procedural literature.

3.6.1 Procedural Literature: Meaning and Nature

Manuals and reports are prominent in the Procedural literature related to Administrative Departments. The procedures and progress of any department can be known from its Manuals and Reports.

Manual :

'Manual' is a collection of rules of any ministry, department or institution of the Administration, which provides guidance regarding the operation of the work of that department. In Manual, the way of the work done by a department and its format is mentioned and there is a collection of formats of all types of forms etc. The Manual provides in-depth information regarding specific forms for any department. It throws light in detail on various aspects of the particular work it is related to. There may be a single Manual for a department or there may be different Manuals for different types of different specialized functions of that department. The subject matter is explained step by step in the Manual. The written material in a Manual is a standard form of rules, formats etc. The language of the Manual is simple, clear and concise.

Report :

‘Report’ is a periodical literature presenting an account of the activities of an institution, ministry or department of the Administration. Report is not concerned with how something is done but with how and what has been done.

Difference between Report and Manual :

There is a fundamental difference between Report and Manual :

- Manual throws light on the way of doing the work and Report throws light on the work done and achievements in a particular period. Every government institution, ministry, department etc. publishes quarterly, half-yearly, annual or five-year details of its achievements, which are presented in the form of a Report among the public.
- Manual is related to the person doing the departmental work, while the Report is related to the general public or the people of other institutions or the Parliament etc. The report presents the image of any ministry, department or institution in public.
- Report is the presentation or display of departmental work or achievements, so statistical data is presented in the form of tables and diagrams in the Report.
- The report is prepared in an elegant and effective style. Therefore, the language of the Report, despite being simple, clear and clear, is not completely free from the effective style.

3.6.2 Language of Procedural Literature

The language of Procedural literature should be direct, simple and coherent. It should neither use clichéd and complicated literary vocabulary nor should it use typical indigenous and obsolete words. The language of Procedural literature should neither be idiomatic nor literary elegant. In this, you can freely use all those words of Hindi, Urdu and English which are used in the applications of Administrative language. The hierarchy of officers has special importance in Procedural literature.

3.6.3 Procedural Literature: Context of Translation

The **Manual** should be translated in simple, concise and clear language. The Manual has legal importance, therefore, in the translation of the contents of the Manual, the technical terms of the department are used and its legislative aspects have to be kept in mind. The Manual also contains information about the post-structure etc. of the department. In the translation of post-structure etc. the appropriate synonyms of the related government posts are selected which are prevalent for that department. In some departments the word ‘Chairman’, ‘Head’, ‘Chairperson’ or ‘President’ is used for the head of the institution. Of all these alternatives, it is better to choose the prevalent and appropriate alternative in the concerned department. Standard language is used in the translation of the Manual. It prohibits the transfer of style or stylistic writing. Symbolic or figurative language should not be used in the translation of this type of literature.

An efficient translator is the one who uses a fluent and effective style while translating the **Report** and translates the original text according to its style. But even that style should not be such that its language becomes special, it is necessary to keep the standard language in mind while translating the Report.

3.7 Translation of Administrative Correspondences : Important Points

From the study done so far, you have been given information about translation of Circular, Office Order, Notification, Form and Procedural literature. Here, it would be appropriate to

know about some noteworthy things or important points to be kept in mind while translating any type of administrative correspondence.

Important Points

From the study done so far, you must have understood the format and specification of Circular, Notification, Office Order and Administrative Procedural literature. You must have noticed that in this type of administrative correspondence, it is not only expected to know the format, but translation should also be done keeping the same in mind. While translating this type of material, many such practical mistakes are made, due to not paying attention to which the meaning in the translation becomes disastrous.

The primary condition for mastering this art in translation of administrative literature is aptitude and readiness. The understanding of administrative language is developed by the people related to administrative work while doing administrative work or by reading administrative literature among the people related to administrative work. Any person who is associated with the translation work of administrative literature should keep studying the reference literature. The language of administrative correspondence is specific. Knowledge of this language is very necessary for the person associated with administrative correspondence. Translation skills are impossible without understanding the specificity of the language of administrative correspondence and procedural literature. Translation of administrative literature should have general knowledge along with complete knowledge of administrative process, hierarchy in government departments as well as required knowledge of various registers and specialties of language etc.

Administrative terminology predominates in official correspondence. In terms of both vocabulary and syntax, this language is different and distinct from the spoken language. This specialty of the language of official correspondence is due to the special use of administrative applications. Simple and hybrid words of Urdu and English are also used easily in this. From the analysis of the syntax of the official language, we see that due to the effect of translation in Hindi of administrative correspondence, more use of passive voice is used, while the basic nature of Hindi language of common language is active. The language of official purposes is used to run departmental administration and public administration, so its first condition is to be straight, simple and understandable. The language of official correspondence and purposes should be in standard form. We can gain knowledge of this standard language by studying administrative literature, administrative terminologies and dictionaries.

In the language of administration, the common synonyms used in daily life are not used, such as 'heavenly', 'dead', 'departed' etc. But in official correspondence, there is always a formal use of the word 'dead'. Although the use of other synonyms of 'dead' is not wrong, but the use of other synonyms in official correspondence is considered inappropriate.

It is worth noting here that the importance of right-wrong in the translation of official works or language practice is more important than that of appropriateness-inappropriateness. In official correspondence, more than one alternative or synonym exists for the same text. Among them the translator has to choose any one suitable option at his discretion. The rules do not have that much importance in the selection of such alternatives, as much as the importance of the entries of that language use or the tradition of use. For example, the same thing can be said in any of the following three ways, but the user has to follow one according to the context:

1. Please refer to this office letter No.....
2. With reference to this office letter No.....
3. I may refer to this office letter No.....

In the translation of Notification, Circular, Office Order and Procedural literature, there is no laziness in the study of dictionaries and encyclopedias is appropriate. The 'Administrative Glossary' published by the Commission for Scientific and Technical Terminology (CSTT) is very useful in choosing the correct synonym from the context of the use of English administrative words. This glossary consists of five sections - (1) Administrative Terminology (2) Phrases and Expressions (3) Designations (4) Departmental Names; and (5) Degrees and Diplomas etc. Fundamental words and their synonyms used in administration are given in the first section; phrases and expressions are given in the second; designations of administrative posts and their synonyms in the third; and names of departments and their synonyms are compiled in the fourth section the glossary. This glossary is very useful from the point of view of words, phrases-expressions and their synonyms etc. used in administration.

Its study develops understanding of administrative language. Mistakes in translation of administrative literature are also often due to ignorance of the nature of the source and target languages. The target and source languages have their own idioms, they have their own grammar. Good translation can be done only by understanding these features of both the languages.

In language behaviour, words have the denotative, connotative and sarcasm words-power. The meaning of words in language comes on the basis of their word-powers. The translator should have the understanding to differentiate between metaphorical, connotative and sarcastic meaning as well as figurative or literal meaning in word usage. Identification of the writer's sentiment and expression in simple, comprehensible and standard language are the distinctive qualities of the translator. Recognition of the soul of the word, the basic meaning of the word, the understanding of the meaning of the word in a particular context etc. are helpful in acquiring skills in translation.

3.8 Summary

After going through this unit, it must be clear to you that Circular is a good medium for disseminating a particular information to a number of officers or departments. The form of Circular is completely impersonal. The language of Circulars is not person-relative, it is person-absolute. Its language is dominated by passive voice sentences and the subject is missing or indirect and is written in the second person. The language of official correspondence is completely formal, so there should be proper use of administrative terminology in the translation of the Circular, there should be clarity and certainty of meaning as well as uniformity. In the translation of the Circular, the correct and prevalent synonyms of the phrases should be selected.

Office Order is used to run the internal administration of the office. The language of an Office Order is clearly imperative but it is always written in the third person and indirectly. Despite being an instructional language, there should be humility in the language of the Office Order. In the translation of the Office Order, among the various synonyms of the words, the synonym which is used traditionally should be used.

'Notification' is used for publication of information of the general public on the appointment, transfer, retirement, leave and many other matters of public importance of the higher government officers. These notifications are published in the official gazette for the information of the general public. The provisions or regulations mentioned in the Gazette come into effect only after publication in the Official Gazette. Notification is usually written in third person. The language of the Notification is informative and subjective, so simple sentence structure should be used while translating the Notification. Proper syntax should always be kept in mind while translating the Notification.

Through the 'Form', desired information is sought from anyone in administrative work. It is a type of questionnaire which has a fixed format. It consists of open ended questions and closed ended questions. Form is such a format which is directly related to the common man. The Form is generally prepared in bilingual form in which each column is given simultaneously in both English and Hindi languages. In the second type of Form, the form is printed on one side in English and on the other side in Hindi. Code words are translated by replacement of code words. The translated code words should have a clear and definite meaning.

In the 'Procedural literature' related to administrative departments, Manual (rule-books) and Reports are prominent. The procedures and progress of a department can be known from its Manuals and Reports. The language of the Manual is simple, clear and concise. The Manual should also be translated in simple, concise and clear language. The Manual has legal importance, therefore, in the translation of the contents of the Manual, the technical terms of the department are used and its legislative aspects have to be kept in mind.

Report is the presentation or display of departmental work or achievements. Therefore, the presentation of statistical data in the Report is in the form of tables or diagrams and it is presented in an elegant and effective style. The primary condition for mastering the translation of administrative literature is aptitude and readiness. Translation skills are impossible without understanding the specificity of the language of administrative correspondence and procedural literature.

In the end, it can be said that apart from general knowledge the translator of administrative literature should have complete knowledge of administrative process, hierarchy in government departments as well as required knowledge of various registers and specialties of language etc. The language of official correspondence and purposes should be in standard form. We can gain knowledge of this standard language by studying administrative literature and terminologies and dictionaries.

3.9 Exercises

1. What is the difference between Office Memorandum and Circular?
2. What are the points to be kept in mind while translating the Circular.
3. Why is the Office Order used in the area of Administration? What are the points to be kept in mind while translating Office Order?
4. What do you understand by Procedural literature? Mention the facts to be noted in their translation.
5. Mention the important points to be kept in mind while doing Administrative translation.

3.10 Suggested Readings

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Unit 4 Translation in Parliament

Structure

- 4.0 Objectives
- 4.1 Introduction
- 4.2 Parliament of India : An Introduction
 - 4.2.1 Composition of Parliament
 - 4.2.2 Parliament : The Law Making Institution
- 4.3 Conducting Business of Parliament
- 4.4 Languages of Parliamentary Business and Role of Translation
 - 4.4.1 Constitutional and Statutory Provisions
 - 4.4.2 Languages used in Parliament and the Role of Translation
- 4.5 Perspectives of translation in Parliamentary Business
 - 4.5.1 Written Translation
 - 4.5.2 Oral translation (Interpretation)
- 4.6 General Aspects of Translation in Parliamentary Functioning
 - 4.6.1 Parliamentary Technical Terminology and Translation
 - 4.6.2 Translation of Parliamentary Expressions
 - 4.6.3 Rhetorical Expressions and Translations
 - 4.6.4 Translation of Idioms and Proverbs
- 4.7 Translation of Parliamentary Questions
- 4.8 Translation of Parliamentary Bills
- 4.9 Presentation of Budget and Translation in Parliament
- 4.10 Translation of Parliamentary Debates
- 4.11 Translation of 'Summary of the Debate'(Gist Translation)
- 4.12 Let Us Sum Up
- 4.13 Exercises
- 4.14 Suggested Readings

4.0 Objectives

After reading the unit you should be able to:

- know the place of Parliament in the Constitution and its composition;
- aware about the conduct of business of Parliament and the languages used in the Parliament;
- learn about the need and dimensions of translation due to the diversity of language used in parliamentary literature;
- understand the general aspects of translation in Parliament; and
- know the process of translation of Parliamentary Questions, Bills, Budget, Debates and Summary.

4.1 Introduction

This is the last unit of the Block on 'Administrative Translation' of MTT-013 course related to 'Areas of Translation'. In the earlier units you have read about the language and translation of administration and different types of administrative translation. In this unit you will read about translation in Parliament.

Present India became independent from British rule on August 15, 1947. Bearing the brunt of slavery for centuries, as soon as the country became independent, it framed a new Constitution proclaiming justice, equality, fraternity and dignity of the individual. This

Constitution came into force in the country on January 26, 1950. Parliamentary governance plays an important role in this. The Council of Ministers is formed from the members of the Parliament, which runs the government of the country. The Prime Minister is the head of this Council of Ministers. The Parliament is the symbol of the hopes and aspirations of the people and the elected members of the Parliament from every corner of the country raise the problems of the people of the whole country in the Parliament and thus the pulse of the entire people is in the hands of the Parliament.

Both Hindi and English languages are used in the conduct of business of the Parliament. These languages are used in accordance with the language-related provisions made in the Constitution and the provisions made in the Official Languages Act, 1963. An account of the proceedings of the Parliament is kept in 'Parliamentary Debates' which are prepared in English and Hindi. Apart from reports of parliamentary committees, agenda etc. other parliamentary publications are also prepared in both the languages (Hindi and English). To prepare publications of parliamentary literature in Hindi and English, translation has to be taken. There is a debate in the Parliament related to the problems of the whole country. Being a law-making institution, new laws are made in the parliament. Therefore, many problems and challenges have to be faced while translating the various types of Parliament literature from English to Hindi and from Hindi to English. For translation of parliamentary literature, a translator should not only have mastery in Hindi and English but also have thematic and contextual skills. Not only this, if s/he has creative talent, then s/he is very useful in translation of parliamentary literature. Interpreter also has to master the art of oratory. All these aspects will be discussed in this unit. Let us first know briefly about the Parliament of India.

4.2 Parliament of India : An Introduction

Parliamentary system of government is a symbol of democracy. All the three organs of the government i.e. Parliament (Legislature), Executive (Government) and Judiciary are independent from each other and do their work in an impartial manner. Parliament creates laws, then the executive (government) implements those laws and the judiciary arranges punishment for the violation of these laws and also interprets these laws.

4.2.1 Composition of Parliament

Our country has adopted the parliamentary form of government. In this 'Parliament' is the supreme institution which is the vehicle of the hopes, dreams and revolutionary changes of the people of the country. According to the Constitution of India, there are three parts of the Parliament - the President, the Lok Sabha; and Rajya Sabha.

The President is not a member of the Parliament, but s/he is an integral part of it. Without the assent of the President, no bill passed by the Parliament can become an act i.e. law. Only the President can summon, adjourn and dissolve the Parliament.

The President is the first civilian and constitutional head of the country. All the executive powers of the Union of India are vested in the President, but s/he has to exercise these executive powers with the advice of the Council of Ministers. The President cannot do anything on his/her own free will or discretion. If the President does not agree with the advice of the Council of Ministers on any subject, s/he can ask the Council of Ministers to reconsider it once. Whatever advice is given by the Council of Ministers after reconsideration, the President is bound to accept it. This Council of Ministers is collectively responsible to the Parliament i.e. it functions as long as it enjoys the confidence of the Parliament.

This Council of Ministers is formed from among the members of the Parliament, which runs the government of the country. Although the Prime Minister and the Council of Ministers are appointed by the President, but in reality the President's will does not work in the appointment of the Prime Minister and the Council of Ministers. The President appoints only that person as the Prime Minister who is the leader of the political party with a majority in the Lok Sabha or the leader of a majority coalition made up of several parties. A member of the Rajya Sabha can also be made the Prime Minister.

As far as the composition of the Council of Ministers is concerned, the President is bound to follow the advice of the Prime Minister. Parliament not only has the power to make laws but it also has the power to amend the Constitution. Although the Parliament can definitely amend the Constitution, but it cannot change the basic structure of the Constitution.

Out of the two Houses of the Parliament, one House is 'Lok Sabha' and the other House is 'Rajya Sabha'.

'Lok Sabha' consists of members directly elected by the public. The total strength of the Lok Sabha is 552, out of which 550 members are elected by the people from different constituencies of the country. The President appoints only two members from the Anglo-Indian community. The term of the Lok Sabha is five years, but in special circumstances, it can be dissolved even before five years. The Presiding Officer of the Lok Sabha is called the Speaker. The Speaker of the Lok Sabha is elected from among and by the members of the Lok Sabha. There is also a Deputy Speaker of the Lok Sabha.

Since the Council of Ministers is collectively responsible to the Lok Sabha, a 'Motion of Confidence' in the government or a 'Motion of No Confidence' can be moved only in the Lok Sabha and not in the Rajya Sabha.

The name of the second House of the Parliament is 'Rajya Sabha'. It is a permanent House, it never gets dissolved. When it is said that the Parliament has been dissolved, it means the dissolution of the Lok Sabha. The Rajya Sabha continues even when it has no member due to the dissolution of the Lok Sabha. The term of a member of Rajya Sabha is six years. One-third of the members of the Rajya Sabha retire every two years. The total strength of the Rajya Sabha is 250, out of which 238 members are representatives of the States and Union Territories. They are elected by the elected members of the Legislative Assemblies of the States according to the proportional representation system. The remaining 12 members are nominated by the President. The President generally nominates such persons to the Rajya Sabha who have special knowledge or practical experience in the field of literature, science, art or social service. The Vice President of the country is the ex-officio Chairman of the Rajya Sabha. There is a Deputy Chairman of the Rajya Sabha, who is elected from among the members of the Rajya Sabha.

Like the Lok Sabha, any Bill can be reintroduced in the Rajya Sabha and the Bill passed by the Lok Sabha has to be passed by the Rajya Sabha in the same way. Only after that the Bill passed by both the Houses is sent for the assent of the President. Money Bill can be introduced only in Lok Sabha and not in Rajya Sabha. The Rajya Sabha has to pass the Money Bill as it is, the Rajya Sabha can neither make any amendment in it nor can it reject it.

4.2.2 Parliament : The Law Making Institution

The Parliament has the power to make laws with respect to the subjects enumerated in the Union List and the Concurrent List given in the Constitution. Only the State Legislatures can make laws with respect to the subjects listed in the State List. In this way, the Union List, the State List and the Concurrent List have been given in the Constitution. In the context of the State List, it is also worth noting that if two-thirds of the members present and voting in the

Rajya Sabha pass a resolution and say that it is in the national interest to legislate on a subject listed in the State List, then the Parliament can pass a resolution on the State List. It can also make laws on the subjects listed in it.

Parliament enacts laws by passing Bills and also passes budget related acts after discussion. Parliament also has a special role in relation to the budget. There is an account of government income and expenditure in the budget. It is prepared every year and presented to the Parliament for consideration. Through the budget, the government takes the approval of the Parliament for the expenditure to be incurred and the taxes to be collected in the next financial year. Therefore, the Parliament plays an important role in the budget. For this, a budget session is called in the Parliament. Presentation of budget in the parliament is discussed in more detail in Section 4.9 of this unit.

In addition, various types of discussions take place in both Houses of Parliament under the Rules of Procedure and there is a Question Hour of one hour everyday. These are being discussed in the next Section of the Unit.

Members of both the Houses are included in parliamentary committees. Generally, the ratio of the number of members in parliamentary committees is 2 : 1 i.e. twenty members are taken from the Lok Sabha and ten members from the Rajya Sabha.

4.3 Conducting Business of Parliament

The Parliament itself makes its own rules for the conduct of proceedings in the Parliament. In this regard, it has been said in the Constitution that the Parliament can make its own rules to regulate its functioning and procedure. In pursuance of this, the Lok Sabha and the Rajya Sabha have made rules for the conduct of business. In this, there are rules related to the Oath taking by the newly elected members of Parliament, the President's address, the questions asked by the Parliament, the subjects raised for debate in the Parliament in various ways, the procedure for passing the budget or making laws. These rules are followed in the conduct of the work of the Parliament. Of these, apart from the swearing-in and the President's address, all other functions are part of the daily proceedings in Parliament.

Oath taking :

Whenever a new Lok Sabha is constituted or a member is elected in a bye-election or a member is elected to the Rajya Sabha, he or she must first take an oath or affirmation to take his or her seat in the House. Such oath is taken before the President or a person appointed by the President in that behalf.

President's address :

The President's address is also a part of parliamentary business. In the first session after the formation of each new Lok Sabha and on the first day of the first session of every year, the President addresses the joint sitting of both the Houses of Parliament. This joint sitting takes place in the Central Hall of the Parliament House. In this address, there is an account of the policies of the central government and the programme of the session. The President usually delivers the address in English and the translation is read by the Vice President. After the conclusion of this sitting, the Secretary-General of the Lok Sabha lays a copy of the Address on the Table of the Parliament. Later there is a long discussion on this speech. During this discussion, speeches are given in favour and opposition of government policies. Later, by passing separate resolutions in both the Houses, thanks are expressed on the address.

Question Hour :

In a parliamentary democracy, the Executive (i.e. the government) is responsible to the people. For this, the elected representatives of the public i.e. Members of Parliament (MPs)

keep an eye on the activities of the government through various parliamentary instruments and can get information about its activities by asking questions to the government in the parliament. The questions asked by the members of parliament to the government in the parliament are also important in the sense that in this way transparency comes in the work of the government and the governance remains smooth. Members can ask questions on any matter of public importance but they cannot ask questions on matters relating to day-to-day administration or promoting the interests of certain persons. While asking questions, s/he also has to pay attention to the fact that s/he will address her/his questions to the same minister or ministry whose subjects come under his jurisdiction. Apart from this, there are many rules regarding asking a question which have to be followed.

The proceedings of both the Houses of the Parliament - the Rajya Sabha and the Lok Sabha - begin at 11.00 am and usually its first hour i.e. from 11.00 to 12.00 is the Question Hour. This parliamentary process of asking questions is based on the British Parliament itself. There are three types of parliamentary questions in India - (1) Starred Questions (questions for oral answers), (2) Unstarred Questions (questions for written answers); and (3) Short Notice Questions.

A **Starred question** is one which is answered orally in the House after it has been admitted by the Speaker. If the Members of Parliament want their questions to be answered orally in the Parliament, then they put a star mark on it while giving notice of the question. Thus, the questions which are marked with an asterisk for identification are called 'Starred Questions'. In practice, a number of starred questions are asked by the Members of Parliament everyday, which are not possible to answer in one hour of the Question Hour. Therefore, a limit has been placed on the number of questions asked for oral answers in a day i.e. a maximum of 20 questions can be asked in the House in a day. Supplementary questions are also asked on starred questions, which are answered by the Minister. All the 20 questions included in the Starred Question List do not get their turn due to asking supplementary questions on the questions etc. Therefore, the written answers to the remaining questions are placed on the Table. Members of Parliament ask questions to the Minister in the following form - 'Will the Minister of Home Affairs be pleased to state.....'

Unstarred Questions: A large number of unstarred questions are received for written answers on different subjects. Therefore, the limit of these questions has also been set. Everyday only 230 questions are included in the list of written questions, whose written answers are placed on the Table of the House.

Short-Notice Questions: Periods have been fixed for giving notices of starred and unstarred questions. The notice of these questions has to be given at most 21 and atleast 10 clear days in advance. If a member wants an oral answer on a matter of public importance and urgency on any day, there is a provision for another parliamentary device. Short notice question is one such parliamentary device which does not require 21 days/10 days prior notice. If a Member of Parliament wants an oral answer in Parliament on a matter of urgent public importance, s/he can ask it as a short notice question. A period of less than 10 days is fixed for this. If such a question becomes admissible, the Minister can answer it in the House. The list of short notice questions is published separately.

Half an Hour Discussion

Members of Parliament (MPs) can ask starred/unstarred questions on any subject of public importance. By asking supplementary questions in respect of Starred Questions, Members of Parliament not only seek information about the subject but also seek to know the bottom line of the subject. In any oral or written reply, if the Member of Parliament feels that sufficient

light has not been thrown on the subject by the Government or any fact has not been clarified in it, then the MP can give a notice of half an hour's discussion on that subject. If admissible by the Speaker, the concerned members can raise a half-an-hour discussion on that subject in the House. Half an hour discussion in Lok Sabha is held three days a week (i.e. on Monday, Wednesday and Friday) and debate is held in the last half hour of a sitting.

Calling Attention Motion

MPs can give notice of a 'Calling Attention Motion' to draw the attention of the government to issues such as deteriorating law and order in the country, rising unemployment and inflation, outbreaks of drought or floods, atrocities on women and Dalits. These parliamentary instruments are meant to draw attention to matters of urgent public importance. With the permission of the Speaker, after the Question Hour and before taking-up the items on the agenda, the Members of Parliament raise 'Calling Attention Motions' in the following form:

'I call attention of the Hon. Minister of Home Affairs to the following matter of urgent public importance and request that he make a statement in this regard :'

'Violent activities by Naxalites in two states.'

Calling attention notices are usually published in newspapers or on radio or T.V. are based on the news broadcast/telecast. Notice of calling attention motion has to be given on the same day on which the matter comes to light. Members can ask questions after the Minister's statement on the subject asked. Two criteria for asking attention motion are important – the subject being of public importance; and the urgency of the subject. The admissibility of the calling attention motion is decided by the Speaker at his/her discretion. By using this parliamentary device, the members of parliament are successful in curbing the government.

Adjournment Motion on a matter of Public Importance

If a member gives notice of an adjournment motion in Parliament on a matter of public importance, then after the Speaker has accepted it, the member stands up in the House and presents the adjournment motion. If the House accepts the motion, the subject is discussed at 4 o'clock in the evening on that day or at such time as may be fixed by the Speaker. The purpose of this motion is to influence the decision of the government in a matter of urgent public importance.

The purpose of the adjournment motion is to draw the attention of the House to some recent matter of urgent public importance which may have serious consequences and the delay in giving notice of which may result. The matter to be raised should be of such serious nature that it is necessary to stop the proceedings of the House and discuss it.

Zero Hour

Saying 'zero' time gives an impression as if time has become zero or time has stopped somewhere. But this 'Zero Hour' in the Parliament is the most lively, noisy and sometimes unpleasant. This is the time when Members of Parliament can raise the burning problems of the country in the House without prior notice. 'Zero Hour' starts after 'Question Hour' i.e. after 12 o'clock - this time of noon is neither pre-midday (am) nor post-midday (pm) time. Hence it is called 'Zero Time'. This time is from 12 to 1 o'clock. Because of raising matters without information, even the government does not know which matters will be raised in the House on some day. Sometimes some problem arises in such a big and vast country, and sometimes some incident or accident happens. Therefore, every member wants to raise a matter of urgent public importance in the House.

In the 'Zero Hour', since all the members try to speak, due to which it becomes difficult to maintain order in the House. But to regulate the Zero Hour, the Speaker makes many rules by giving his arrangement (ruling). In the year 1970, it was decided that only seven members would be allowed to raise matters in a day during the Zero Hour and the members would have to give notice of the same before the commencement of the House on that day. Despite the rule, there is uproar in Parliament everyday in the race to raise matters of public importance during Zero Hour.

Discussion on Agenda Items

After the Question Hour, discussions and debates begin on the subjects included in the agenda of the Parliament. This list of business can be divided into two parts - (1) Discussion relating to legislative business; and (2) Discussion on resolutions etc. The second i.e. Resolutions etc. includes discussion on the motion or resolutions etc. presented in the Parliament as well as discussion on the President's address. In addition, it also includes discussion on such important matters as may be permitted by the Speaker under the Rules of Procedure of the House.

4.4 Languages of Parliamentary Business and Role of Translation

Parliamentary business is possible only in one or the other language. Therefore, the framers of the Constitution of India made provisions in the Constitution regarding the languages to be used in the Parliament. Apart from this, statutory provisions have also been made regarding the languages of Parliament. Let us consider in the context of these provisions and the role and status of translation in parliamentary business.

4.4.1 Constitutional and Statutory Provisions

Parliament is the mirror of the country. The voice echoing in its entire campus is the voice of the whole country. The medium of voice is language. Mutual communication is possible only through language. As far as the language to be used in the Parliament is concerned, its provision has been made in the Constitution itself. The Constituent Assembly of independent India decided to make Hindi the official language of the Union on 14th September 1949, and it was duly accepted as the official language of India when the Constitution came into force. In the Constitution of India, alongwith the establishment of the Parliament, arrangements were also made for the languages to be used in it. You have read in Unit 1 that the Constitution has made provisions regarding languages at two places. Article 343 under Part-17 of the Constitution says about the 'Official Language of the Union' that the official language of the Union shall be Hindi in Devanagari script but English shall continue to be used till the end of fifteen years from the commencement of the Constitution. At the same time, provision has been made in Article-120 of the Constitution regarding the language to be used in the Parliament, which states that :

‘subject to the provisions of article 348, business in Parliament shall be transacted in Hindi or in English; Provided that the Chairman of the Council of States or Speaker of the House of the People, or person acting as such, as the case may be, may permit any member who cannot adequately express himself in Hindi or in English to address the House in his mother-tongue.’

Along with this, this Article also provided that, until Parliament by law otherwise provides, after the expiration of a period of fifteen years from the commencement of this Constitution, this Article shall have effect that ‘either in English’. These words may have been omitted from it. It means that the Members of Parliament wanted that the use of English along with Hindi in the Parliament should continue for fifteen years and after that the language of the Parliament should be only Hindi. But in Article 343 of the Constitution, the Parliament was

also given the right that if it wants, after the end of the period of 15 years, by making a law, it can continue the use of English language along with Hindi.

The Parliament enacted the Official Languages Act in the year 1963 in which provision was made that after the expiry of 15 years, the use of English would continue along with Hindi for the official purposes of the Union and for use in the Parliament. This Act was amended in 1967.

In the context of use of English and Hindi, Section 5 of the Official Languages Act, 1963 is also noteworthy, in which it has been said that unless the Legislatures of all such states, which have not adopted Hindi as their official language, pass a resolution to abolish the use of English language and until both the Houses of Parliament consider that resolution and pass a resolution not to use the English language, the use of English will continue. This provision creates a situation that both Hindi and English languages will continue to be used for the official purposes of the Union and for the work of the Parliament.

Section 3 of the Official Languages Act, 1963 provides that Hindi and English languages will continue to be used in the business of the Parliament. Similarly, Section 3(3) of this law states that all important official documents shall be issued in both Hindi and English languages. Because of this arrangement, all the documents in the Parliament are prepared in both the languages. Apart from this, all the documents presented by the government in the Parliament are compulsorily in Hindi and English.

4.4.2 Languages Used in Parliament and the Role of Translation

As per the Constitutional provision regarding language, Hindi and English are the official languages of the Parliament. It means that both languages can be used in the Parliament. On this basis, every document presented in the Parliament is necessarily prepared in both these languages. Therefore, every document/paper in the Parliament is prepared bilingually.

Due to the Constitutional and Statutory provisions regarding language, the members of Parliament can express their views in both Hindi and English languages. Before independence, the entire proceedings of the Central Legislative Assembly used to be in English. If any member wanted, s/he could speak in Hindustani language with the permission of the Speaker or the Chairman. After independence, most of the members of Parliament used to express their views in English language only, but this situation started changing gradually. Now more than fifty percent members have started using Hindi.

Here, another new trend has also started appearing among the members of Parliament. Article 120 of the Constitution provides that those Members of Parliament who cannot express their views in English or Hindi can give their speech in their mother tongue. Taking advantage of this system, now many members have started speaking in their mother tongue only. For this s/he takes the permission of the Speaker or the Chairman. But the purpose of this provision was to give an opportunity to those people who do not know Hindi or English to speak, but now the members of Parliament, although knowing Hindi and English or Hindi or English, have started giving speeches in their mother tongue. Behind this their intention is they have to give more importance to their regional language or they want to address their voters in their language. It is good that there is a system of simultaneous interpretation of almost all regional languages in the Parliament, so when a Member of Parliament is speaking in his/her regional mother tongue, other members can listen to that speech in Hindi or English as per their wish. If a Member of Parliament wants to make a speech in Parliament in a language other than Hindi or English, then s/he has to make his/her own arrangements for the translation of his/her speech and when s/he makes a speech, his/her speech is translated into Hindi or English by means of an arrangement for simultaneous interpretation.

Elected public representatives from every corner of the country participate in the proceedings of both the Houses of the Parliament and they raise every problem of the public in these Houses. Parliament is a law-making body, so serious legal matters are also debated in it. It does not remain untouched by any subject related to life and world. Among the members of parliament, many members get education from abroad, then many are high quality scholars educated from their country and many members are from pure rural background. Therefore, their language has many levels. Sometimes their language also has a tinge of regionalism. On this basis, it can be said that there is a situation of linguistic diversity in the Parliament. In this situation of language diversity, translation emerges as an important tool.

4.5 Perspectives of Translation in Parliamentary Business

By studying the previous Section 4.3 related to the languages of parliamentary business, you have come to know that where there is a situation of bilingualism in the Parliament as per the constitutional-statutory provisions, there is also a tendency for the Members of Parliament to give speech in their mother tongue. If their mother tongue is a language other than English or Hindi, it creates a situation of linguistic diversity in the Parliament. The reference to bilingualism in Parliament pertains to the mandatory preparation of a bilingual version of each document. It is natural that this bilingualism can be maintained through translation in written form. On the other hand, when the Members of Parliament give speech etc. in Hindi, English or their mother tongue, it is translated orally by the Parliamentary Interpreter. From this point of view, there are two directions of translation in Parliament - written translation; and oral translation.

4.5.1 Written Translation

The policy of bilingualism is in force in the Parliament i.e. Hindi and English are the official languages of the Parliament. Therefore, every document in Parliament is essentially prepared in two languages. It is natural that this happens in writing. Therefore, it can be said that translation takes place in the written form in the Parliament.

The main function of the Parliament is to make laws. Therefore, when any bill or proposal is presented for consideration in the Parliament, it is not allowed to be laid on the floor of the House unless it is bilingual i.e. its Hindi/English translation is also presented along with its English/Hindi text.

It would also be appropriate to see here that the provision for the use of language has been made regarding law making in the Parliament. Language related provisions in the field of law and justice have been made in Article 348 of the Constitution of India. In relation to the language of law-making by the Parliament, Article 348 states that until the Parliament makes some other provision by law, the Acts, Amendment Acts, Ordinances, Rules, Regulations etc. passed by the Parliament and by the Legislatures of the States shall be in English and if any Act etc. is passed in a language other than English, the authoritative text thereof shall be in English. This means that if Parliament passes a law in Hindi, its English translation will be considered as the authoritative text. In respect of States, this English translation shall be published in the Official Gazette under the authority of the Governor there and in respect of Parliament, the authority to publish the English text has been given to the President in Section 5 of the Official Languages Act, 1963. Therefore, Parliament can make laws through the medium of English language only and if ever it makes laws through Hindi, then the English translation of that Hindi text will be considered as the authoritative text of that law. In this regard, if we look at the current state of law making in the Parliament, the drafting of the laws is still being done basically in English and the draft of the law i.e. bill etc. is introduced in English only and its Hindi translation is also accompanied is laid on the Table of the House.

Hindi and English have been authorized for use in the Parliament and the requirement of bilingualism arising under Section 3(3) of the Official Languages Act, 1963 requires that every document of Parliament be prepared in Hindi and English. Therefore, from the speeches of the Parliament to the entire business of the Parliament - whether it is parliamentary debates, parliamentary question list, parliamentary committee reports or summaries of parliamentary proceedings, bills, resolutions or notices - all are prepared in both the languages (English and Hindi).

An account of the day's proceedings of the Parliament is published in the Debates. In this, ranging from answers to oral and written questions to short-notice questions, calling attention motions, half-an-hour discussions to government business related proceedings are also included. In this, the process related to the basis of the country's economy i.e. passing the budget and making laws is also included. On what day, what work was done in the Parliament, on what topic was discussed or which bill was passed, the authentic account of all these is recorded in the parliamentary debate.

Many other publications related to parliamentary business are also prepared, notable among which are reports of parliamentary committees. Parliamentary committees are also many. Estimates Committee, Public Undertakings Committee, Public Accounts Committee, Railway Convention Committee, Committee on Government Assurances etc. are many permanent parliamentary committees. There are many permanent committees related to subjects and time but the ad-hoc committees formed are different. Every year these committees prepare their respective reports which are prepared in both the languages and placed on the table of the Parliament.

Among other publications prepared related to parliamentary business, 'List of Business' is also noteworthy. It is a list of business to be held in the Parliament, which is prepared a day before the sitting. Hindi translation of this list also needs to be prepared first. This work is of immediate nature. Everyday before night, the agenda and its Hindi translation is prepared. It is printed overnight and delivered to the Members of Parliament the next day. In addition, a bilingual edition of 'Parliamentary News' is also produced everyday.

Thus it can be said that a large amount of bilingual parliamentary literature is prepared in written form during the parliamentary sessions and in the inter-session period. Its clear intention is that when such a vast literature is prepared, then this literature is also translated on a large scale. The Lok Sabha Secretariat and the Rajya Sabha Secretariat have their own editorial and translation services to handle such a large scale translation, which is the largest translation service in the whole of India. Since there is diversity in the language and subject-matter of parliamentary literature, its translation has many dimensions and according to each dimension, the translator has to adopt different techniques while translating.

4.5.2 Oral Translation (Interpretation)

Presenting the ideas expressed orally in any one language in oral form in another language is called 'Oral Translation'. This type of translation is called 'Simultaneous Interpretation'.

In Parliament, along with written translation, oral translation is also done. This work is done through the 'Real Time Interpretation Service' of the Parliament. Just as the Lok Sabha Secretariat, the Rajya Sabha Secretariat have their own editorial and translation services for the translation of written parliamentary literature, similarly both the Houses of the Parliament have their own 'Simultaneous Interpretation Service'. This is the largest simultaneous translation service in all over India for instant translation. The translator who interprets immediately is called an 'Interpreter'. For simultaneous interpretation of parliamentary literature, all the same expectations are made from the interpreter which are in a successful

parliamentary translator. Apart from this, many other expectations are also made from a parliamentary interpreter.

Interpretation is an oral process, in which nothing is written. When the proceedings of the Parliament are going on, the Parliamentary Interpreters listen to the speeches of the Members of Parliament and simultaneously interpret them. The process of listening and speaking goes on simultaneously. Where the translator can take the help of dictionary, other reference literature etc. while translating, the parliamentary interpreter has to interpret immediately. Suppose the Prime Minister is speaking in English on a subject of national interest. The members sitting in the House want to listen to it in Hindi language due to less knowledge of English or for any other reason, then they can listen to the Prime Minister's speech in Hindi by selecting the language and putting the available headphones on their ears. But they will listen to the translation of this speech of the Prime Minister in Hindi in the voice of the interpreter sitting in the room meant for the Parliamentary Interpreter, who himself listens to the Prime Minister's English speech by wearing headphones and also interprets it in Hindi immediately.

For a successful Parliamentary Interpreter, it is essential that s/he should have good hearing power and should also have the art of listening to the speech and understanding it completely and then expressing it in target language. The interpreter not only expresses the thoughts of the MPs in the target language, but also keeps on expressing the fluctuations in the tone and emotion of the original speaker in the same way. In fact, the art of translation is a mixed wonder of electronic devices and the sharp intellectual power of man.

Parliamentary Interpreters not only have to provide simultaneous interpretation of the proceedings of the Parliament but also provide their services for simultaneous interpretation during the frequently held meetings of various parliamentary committees. Therefore, s/he has to be familiar with each and every subject and every problem raised in the Parliament and the parliamentary committees. While interpreting, a successful parliamentary interpreter has to maintain his/her mental balance while staying away from all kinds of tensions, so that s/he listens to the speech with concentration and understands the sound of the language used in the speech, its meaning, message and subtlety, and translate it in the target language.

Parliamentary Interpreting Service is available not only in English and Hindi but also in other Indian languages as any MP can deliver speech in his/her mother tongue during the meeting of Parliament or Parliamentary Committees. When a MP gives a speech in his/her mother tongue, other members can listen to it in Hindi or English - whichever they want.

4.6 General Aspects of Translation in Parliamentary Functioning

The parliamentary system of governance of Indian system is the same form of system of governance of Britain which was implemented in India through English medium. Therefore, to convert this entire system of governance into Indian languages, and especially into Hindi, meant reconstructing it. Translation has become the medium for this. This system has been coined in Hindi through translation. In the beginning there were many difficulties in this. Had it been a matter of mutual translation between Indian languages, perhaps the difficulty would not have been so great, but due to the difference in English grammar, their sentence-structure, culture and mood, it is not easy to translate into a language of different nature like Hindi. The methodology of translation of different types of documents, reports etc. of the Parliament is also not the same. Somewhere the translation has to be done, somewhere the translation is done. Somewhere 'summary translation' is needed and somewhere 'shadow translation' is needed. Somewhere transcription has to be done and somewhere translation is to be done.

The form of translation keeps on changing according to the subject, time and utility. Of these, aspects like summary translation and interpretation require relatively more expertise, but there are some general aspects that the translator has to pay attention to. These aspects are - technical terminologies, parliamentary expressions, debate-related expressions and idioms-proverbs etc. Let us consider them one by one.

4.6.1 Parliamentary Technical Terminology and Translation

In the beginning of independence, the use of Hindi was very less in the Parliament of India. Gradually the situation started changing and some MPs started giving speeches in Hindi in the Parliament and also started asking questions in Hindi. Notices from their side also started coming in Hindi. Then there was a need for translation of those Hindi speeches, notices etc. The work of translation of parliamentary literature in the Parliament started only in the sixth decade of the 20th century. As already mentioned that India's parliamentary system of government is based on the British parliamentary system of government and at that time the entire parliamentary literature was almost in English only. Therefore, it was a big challenge to convert it into Hindi and other Indian languages. An important aspect of this challenge was technical terminologies i.e. the formation of parliamentary terminology was also to be done. There was no lack of word-making ability and strength in Sanskrit and Hindi. The only requirement was to create contextual equivalents for parliamentary concepts and phrases in English.

The technical terminology of English had to be coined in Hindi through translation. The essential condition for correct translation of parliamentary literature was proper knowledge of parliamentary technical terms or the meaning of words that seem simple and innocent can also lead to disaster. You will study about the technical terminologies in detail in the course MTT- 017 of this programme. Here you are being told as an indication in the context of parliamentary technical terms that they have a definite meaning. In the words of Dr. Raghubir, "The word technical (definitional) means that which has been bounded. Let us understand this definition with the help of an example. Decoity is a simple word in English. It has been defined that 'when four or more than four persons rob someone's goods with violence or forcefully with weapons, it is called dacoity'.

Let us take up the technical terminologies in the context of Parliament. According to the parliamentary tradition, the speech given by the President to the joint sitting of the two Houses of Parliament on the first session of every new Lok Sabha and on the first day of each budget session is called the 'President's Address'. If the translator is not familiar with parliamentary terminology or is ignorant of the parliamentary context, s/he may translate it in the meaning 'postal address' or 'address to audience'. Here the translator will also have to keep in mind that every speech given by the President is not an 'address'. It is clear that to know the correct synonym and meaning of this type of vocabulary, knowledge of language is not enough. It is also necessary to know the subject and its history and background.

Parliamentary terminologies in Hindi have been developed mostly on the basis of Sanskrit words. Sanskrit is a very rich language and is the mother of Hindi and other Indian languages. Therefore, taking words from Sanskrit language was the need of the hour and it was also natural to do so. Although the present parliamentary form of government is British, the concept of democracy was not new to India. In the ancient Sanskrit literature here, many types of terminology related to democratic institutions were used. The Hindi words which conveying the meaning - 'Importance of the House, 'Membership of the House, 'Working procedure of the House', 'Majority-decision' 'Election of the members', 'Public opinion', 'Representative', 'Council of Ministers', 'Chairman', 'Proceedings' are generally used in parliamentary business. The concepts related to 'quorum' etc. were very popular. Therefore,

the public has not faced any inconvenience in imbibing the vocabulary adopted in Hindi according to its English equivalents. For a vast and developing multilingual country like India, only Sanskrit could and is providing a wide range of language.

Standard parliamentary technical terminology is used in the translation of parliamentary literature. Proper knowledge of parliamentary terminology is an essential condition for correct translation of parliamentary literature. In the parliamentary system, there are many words like 'ruling party', 'opposition party', 'member of parliament', 'audience gallery', 'parliamentary committees', 'proceedings of parliament' etc. which are self-explanatory. But there are some such words which look small but are broad in their technical/definitional meaning or context.

Commonly visible words start giving their own different meaning as soon as they become parliamentary terms. Take example of one English word 'Motion'. It is a technical term in the context of Science subject. Newton had made this word the basis of his theory 'Law of Motion'. In the field of Science, it means 'speed', but in parliamentary context it means - 'proposal' (in Hindi '*Prastaav*'). In parliamentary perspective, 'Proposal' 'is such a powerful tool through which members of parliament can raise discussion on any subject. Through this 'Adjournment Motion' in the House can also be done which has its own definitional meaning. When a motion for adjournment is accepted with the permission of the House, it does not mean that the House is adjourned, but it means that the business set before the House for that day is adjourned and the discussion takes place on the subject for which the adjournment motion has been brought.

Let us take two more examples to see the specialty of parliamentary terminology. 'Bar of the House' and 'Well of the House' are two parliamentary terms/phrases. The literal or dictionary meaning of both of these does not help the translator. Whenever an outsider is guilty of contempt of the House, the Parliament has the right to punish him like a court of law, even to sentence him to imprisonment. Normally, the entry of strangers is prohibited in the meetings of the Parliament. Therefore, on the appointed day the person guilty of contempt of the House has to present himself to hear the sentence. On the 'Bar' of the House i.e. on the 'witness box of the house', the bench pronounces the punishment to him. That is called 'Bar of the House'. Similarly, 'Well of the House' also has a definitional meaning. It is the place in the centre of the House where the Members of Parliament stand in front of the Speaker's Bench to protest against any matter. There is a whole concept in the background of both these phrases, a whole history is hidden. A general knowledge about the subject is never enough to understand such type of parliamentary terminology.

Let's take another example - 'Private Members'. A person ignorant of parliamentary terminology cannot understand its true meaning. It means 'non-official member'. All members other than ministers are called 'non-official members'.

In this context, it can be said that parliamentary technical terminologies have their own contextual and historical meaning without familiarity with which they cannot be properly informed. Therefore, for parliamentary translation, it is necessary to understand the true meaning and meaning of parliamentary technical terms.

4.9.2 Translation of Parliamentary Expressions

There are many parliamentary expressions in the conduct of parliamentary business, which are used almost every time. Parallel expressions of such expressions have been prepared in Hindi as well. Therefore, the translator should not re-translate these expressions during translation and use the prescribed parallel expressions in Hindi. By doing this, uniformity is maintained in the translation.

Although there is no doubt that in order to bring uniformity in translation, parallel expressions have been prepared in Hindi as well, but in the expanding dimensions of human activities, such new terminologies and expressions are coming, whose translation has to be fought day by day. Where word-for-word translation is done, the expressions can be cumbersome and vague, while communication is of particular importance in such translations. In this context, understanding the subject and correct translation of the expression is the first requirement.

Many times such a situation also arises in the House when many Members of Parliament start speaking at the same time, then the Speaker asks to maintain order - 'order, order'. The correct meaning conveyed through this expression in Parliament is - 'Please keep calm' or 'Maintain order'.

Many times in the Parliament, the Speaker says this - 'When I am on my legs, you should resume your seat'. If the translator does not have any idea about this expression, s/he can translate it as - 'When I am standing or standing on my feet, you should take your place'. Whereas a translator knowing this expression in English would get the meaning of this expression is 'You should sit down while I am speaking'. Similarly, if a member does not take his/her seat or makes too much noise, the presiding officer has to say 'I would name you, if you don't sit.' This expression denotes the meaning 'If you do not take your seat, I will have to ask you to leave the House'.

If a member speaks in the House without the permission of the Speaker, s/he says - 'Nothing will go on record.' This meaning of this expression is - 'Nothing will be included in the proceedings report'.

If a Member of Parliament says something in the House which should not be said according to the rules, then with the permission of the Speaker, it is not included in the proceedings report. Its expression in English is - 'expunged from the proceedings by order of the Chair'.

4.6.3 Rhetorical Expressions and Translations

While giving a speech in the Parliament, the Members of Parliament often leave arrows of humor and sarcasm. For any translator, translation of such jokes or sarcasm is actually a difficult task. If such words are not translated with full attention, then only a dull pudding will be made. The context of the translation of humor or sarcasm, the euphemism and sensibility of culture and words can be identified with all and pearls can be extracted from the sea of emotions.

There is never a dearth of humor in the Parliament. Whenever, due to tension on any issue, such a cracker of jokes is released in the house that the tension disappears, roses of joy bloom on everyone's face. Once, during the debate on the Railway Budget, members were criticizing the Ministry of Railways for the increase in railway accidents. The atmosphere had become heavy. A member looked at the then Railway Minister Mr. Jagjivan Ram and said, 'whenever I travel in the train, forgetting 'Jag' (world) and 'Jeevan' (life), I just start chanting 'Ram-Ram' (i.e. remembering God). Such jokes can only be sense-for-sense translated.

Another example can be seen in this context. Once a discussion was going on in the House on inflation. The bubbly member Tarakeswari Sinha while participating in the discussion was saying to the then Finance Minister (Mr. Morari Desai) - 'What does the minister know about inflation, he did not get married at all.' Responding immediately to this, the Finance Minister said, 'When have you given the opportunity.' The whole House was echoed with laughter on this answer of his.

4.6.4 Translation of Idioms and Proverbs

Whether the debate is on the drought situation in the country or any other issue, the speeches of the Members of Parliament are full of idioms. There is a difference between simple sentences and idioms in every language. In a simple sentence, it usually works with its subjective meaning, but in an idiom, there is a target meaning or intended meaning. Each idiom has its own social, political, cultural, religious or geographical meaning, but due to similarity in human nature, idioms of one language are often found in another language. Therefore, keeping the equivalent idiom in place of idiom increases linguistic beauty.

For the translation of the idioms and proverbs of the original language, an attempt is made to use the same idioms and proverbs as much as possible. During this, efforts are made to maintain the language style of the Member of Parliament in the translation as well. But the difficulty arises when the synonyms of an idiom-proverb are not found. In such a situation, it is better for the translator to work with sense-for-sense translation. For example, there is an idiom in English - 'We cannot throw the baby with the bath water'. Its meaning is clear but there is no similar idiom in Hindi. Therefore, it literally translates into Hindi.

By the way, the literal (word-for-word) translation of many English idioms and proverbs into Hindi has also come into vogue.

4.7 Translation of Parliamentary Questions

Parliamentary proceedings usually begin with the Question Hour. It is also included in the first place in the parliamentary debate. It has been mentioned in Section 4.2.3 of this Unit that there are three types of parliamentary questions - (1) Starred questions (questions for oral answers), (2) Unstarred questions (questions for written answers); and (3) Short Notice Questions. Of these, starred and short notice questions are answered orally and written answers to unstarred questions are laid on the Table of the House.

When the notices about the questions of Members of Parliament in Hindi or English is received, then first of all they are edited and made according to the rules to make the questions clear, coherent and concise. After that they are kept in the files and presented for the approval of the Speaker. When the admissibility of questions is decided, questions received in Hindi are sent to the Editing and Translation Service of Parliament for their English translation and those received in English for their Hindi translation. There the translation officers translate those questions. Thus, a bilingual version of the questions is prepared.

Extra alertness and competence is expected from the Translating Officers while translating Parliament Questions. In the absence of knowledge of the subject, there is a possibility of serious mistake on the part of the translator. Although there is no doubt that the translator is not an expert in each and every subject, but s/he must have some knowledge of maximum subjects. The translator has to take care of the context as well as the knowledge of the subject of the questions. We can understand this with an example. For example, in a question 'How many railway sleepers were washed away in the floods last year?' asked by a member to the Ministry of Railways, the translator, ignorant of the subject and context, wrongly interpret the meaning of 'sleepers' (i.e. sleeping persons), whereas here it meant - Wooden planks to be laid for railway lines.

Similarly, in another question the member had asked 'Whether there has been a substantial increase in the flesh trade in the country?' The translator wrongly interpret the meaning of the word 'flesh trade'. Actually, the the questioner asked the question in the context of 'increasing prostitution'.

Apart from contextual alertness, it is also necessary to be careful about the spelling of the names of the Members of Parliament. The translator has to spell the names of the Members of Parliament correctly. Similarly, the name of the Ministry should also be spelled correctly. For this, Hindi-English lists of the names of the Members of Parliament and the names of the Ministries are made available to the translation officers.

4.8 Translation of Parliamentary Bills

The main function of the Parliament is to make laws. But this business is done according to the Constitution and rules of procedure of the House. Government bills are drafted by the government. Apart from the government, private members can also introduce bills on various subjects. Bills introduced by him/her are called 'Private Bills'. Drafting of laws to be made or amended by the Government is done by the Legislative Department of the Ministry of Law and Justice of the Government and is sent to the Parliament to pass it. The English text of the draft and its Hindi translation are prepared simultaneously by the Legislative Department. In this way it can be said that the translation of Government Bills is not done by the Parliament Secretariat. But, this does not mean that the Parliament Secretariat has no role in the translation of government bills. The translation of the amendment-proposals kept during the discussion in the Parliament is done by the Parliament Secretariat only.

You will study in detail about the drafting of Bills and translation of statutes in Block 3 of this course. It is being told here that the legislative business is done under the Constitution and the procedural rules of the House. In each session of Parliament, Bills go through several stages in the process of becoming law. Any Bill presented in the Parliament is presented in the Lok Sabha or Rajya Sabha at the stage of first reading. But the Finance Bill is always presented in the Lok Sabha only. At the time of presentation of the Bill in the House, the members of Parliament can object to its procedure related questions etc. Therefore, to introduce the Bill in the House, permission of the House is necessary. For this, the proposal made by the member or minister in charge of the Bill and its complete procedure along with its Hindi translation. The following is said :

‘Sir, I beg to move that leave be granted to introduce the Right to Education Bill.

After the said motion by the Member or the Minister in charge of the Bill, the following is said by the Presiding Officer:

Mr. Speaker : The question is that leave be granted to introduce the Right to Education Bill .

Those in favour please say ‘Ayes’.

Those against please say ‘Noes’.

(after voice vote)

Mr. Speaker : I think the Ayes have it, the Ayes have it, the Ayes have it. Leave is granted.

After this what is said by the member or minister in charge of the bill is as follows :

Sir, I introduce the Bill.

The Bill was introduced.

After the Bill is introduced in the Parliament, a date is fixed for its discussion. There are three stages of discussion on the Bill, which are known as ‘First Reading’, ‘Second Reading’ and ‘Third Reading’. As already mentioned, the presentation of the Bill in Lok Sabha or Rajya Sabha is the ‘first reading’ of the Bill. At the time of the ‘second reading’ of the bill, extensive discussion takes place and clause-wise discussion takes place at the ‘third reading’ stage. After that the Bill is passed.

Thus when the proposed bill is passed, it is sent to the other House, where it is read thrice in the same process. From there also after the passing of the Bill, it is sent for the assent of the President. After the assent of the President, that Bill becomes an 'Act'.

It is clear that Bills are made in the Parliament in a definite process. This process has specific expressions in English, while parallel Hindi expressions have also become stereotyped. Translators only have to use those expressions, not translate them. Therefore the translator has to be careful at every step while translating.

4.9 Presentation of Budget and Translation in Parliament

The important business of the Parliament is to make laws and pass the budget of the whole country. The government of the country cannot spend a single penny without the permission of the Parliament. It requires the permission of the Parliament in the form of a budget to spend on different works/businesses of the country for the financial year. Budget means a statement showing the income and expenditure of the country. Earlier two budgets are passed through the Parliament. One of these is the Railway Budget and the other is the General Budget. The general budget is related to the budget of all other ministries except the Ministry of Railways. Now, railway budget is also included in General Budget.

When the government presents the budget in the Parliament, there is a wide debate on it. In addition to the general discussion, the Finance Bill and the Appropriation Bill are passed by the Parliament. The Parliament approves the collection of taxes proposed by the government in the Finance Bill and the Appropriation Bill approves the expenditure to be incurred by the government during the next year. These bills are first introduced in the Lok Sabha and then in the Rajya Sabha. The Lok Sabha passes the budget and the Rajya Sabha discusses it and returns it. When both these Bills (Finance Bill and Appropriation Bill) are passed by the Parliament, they are sent for the assent of the President. After the assent of the President, those Bills take the form of 'Act'. After the Acts are made, on the basis of these Acts the government gets the right to spend money and collect taxes.

There is a definite procedure regarding budget-presentation and demands for grants, cut motions etc. All of these have specific expressions in English, while parallel Hindi expressions have now become stereotyped. While translating these, the same conventional Hindi expressions have to be used.

4.10 Translation of Parliamentary Debates

You have already read in Section 4.5.2 of this Unit that the report of the day's proceedings of the Parliament is published in the Debates. In this, ranging from answers to oral and written questions to short-notice questions, calling attention motions, half-an-hour discussions to government business related proceedings are also included. In this, the full account of the proceedings of the Parliament is included in the debate. Therefore, it is considered the most important publication in parliamentary literature. In fact, parliamentary debate can be termed as the 'Voice of the people'.

Three versions of parliamentary debates are produced. These are - (1) the original version of the debate, (2) the English version; and (3) the Hindi version.

The original version of the debates contains Hindi/English translation of the proceedings in Lok Sabha in Hindi and English and speeches made in regional languages in the House. This original version of the debate is not published, rather photocopies thereof are kept in the Parliament Library for record and reference. English and Hindi versions of the debate are

published. The English version of the debate includes the speeches made in English in the House and the English translation of the speeches made in Hindi. Similarly, the Hindi version of the debate includes the Hindi speeches and the Hindi translation of the English speeches.

When the proceedings of the Parliament are in progress, the Parliamentary Reporters in Hindi and English take down verbatim notes in shorthand and type them up. Only that typed material is later translated and published. This description related to the everyday proceedings of the Parliament is in two parts. In the first part of these questions and their answers are given and in the second part the discussion that takes place after the question hour is published. It contains English and Hindi text of parliamentary questions. Apart from this, the speeches given in Hindi are printed in Hindi and the speeches given in English are printed in English. Later, the work of parliamentary debates and its translation is done by translators and assistant editors, which continues as a routine work till the end of the session of Parliament.

The most lively and attractive part of the debate is the speeches of the Members of Parliament. Generally, Members of Parliament deliver their speeches with full preparation, which gives an introduction to their scholarship, deep knowledge and oratory skills. In addition to the variety of subjects in the debate, many times the nature of the debate becomes that of narration and despite being in prose, many times the poetic element is also included in the language. A sensible translator can also create poetry by using the language of percussion in translation. Members of Parliament who are well-versed in English and Hindi language make such artistic, symbolic or symbolic use of language in their speeches that the translator has to go through tough time while translating such passages. In such a situation, they were told by the translators 'There is no such thing as translation' or 'Translation is impossible' would have been miss. In such a situation, the solution suggested by Naida has to work to bring the closest equivalence in the translation - both at the level of meaning and also at the level of style.

Once a Member of Parliament asked a question to the Minister and wanted to know his response:

An Hon. Member : if so, what is his reaction?

The Hon. Minister : we do not react, we act.

This simple acrobatics of the use of language can be brought down in translation but the sound of the original language may not come through and it may be deprived of the miracle of the original. Hence the translation of Parliamentary Debate is a wonder in itself. See another example:

Mr. Chairman : This is his maiden speech. Please do not disturb.

Hon. Member : This is my maiden speech and thread of my thought would obviously be disturbed if people disturb me.

Not only this, the parliamentarians in their oratory, scholarship and knowledge-laden speeches sound the past and present of the nation, and they pave the way for the future. In these speeches, from the light topics of life to politics, morality-immorality, ethics, economics, war and peace, knowledge, science, atom, space and distant planets etc., there is fierce debate on serious topics.. Sometimes laughter in moments of tension, sometimes shouts of anger and irritation, sometimes shouts of enthusiasm to do something - often this type of attitude is made in the House. These highly experienced scholars from every nook and corner of the country and farmers at some places present their problems with great enthusiasm.

Often in a calm and serious voice, knowledge, accusation-counter-accusation as well as gamut of sarcastic and dramatic dialogues, contexts and quotes from *Veda*, *Purana*, *Quran* etc. and literary and religious works of the world, all these rainbow colours can be translated into the other language in the same manner. But it is not easy. Sometimes a thing said in simple and easy words gets stuck like a stubborn horse, sometimes a quip taken in humour or a tight word does not budge from tria stubbornness, even after making a lot of head-butts, the same thing is not formed, which is in the native language. Of course the feeling is there but the mood is not formed. It has been said for such occasions that translation work is literally like walking on a tightrope by a nut, where the slightest balance is not disturbed that it will not be possible to reach the goal. In such a situation, it is not enough for the translator to be proficient in both the languages, s/he has to establish identity with the original as well as introduce his/her ability of expression. To do parliamentary translation, the translator must have some degree of creativity along with subject knowledge.

In addition to linguistic and thematic knowledge, many other types of expectations are also expected from the translator for translation of parliamentary literature and especially debate. For example, according to the dignity and decorum of Parliament, there is a special addressing vocabulary, which the translator has to keep in mind while translating. As the Chairperson is addressed by saying ‘Hon’ble Speaker, Sir’. On the basis of addressing vocabulary, ‘Mr. Speaker in the chair’ is called. A translator conversant with parliamentary terminology can translate this sentence in many ways, but its correct translation which means ‘The Speaker presided’.

The translator has to pay even more careful attention to parliamentary expressions. This has already been discussed in Section 4.6.2 of this unit. Here we would like to give an example of an expression that ‘Nothing will go on record’ if someone speaks in the House without the permission of the Speaker, when the Speaker says that it would be expressed – ‘Nothing will be included in the proceedings’.

When translating debates, it is important to keep in mind that the translated text is based on oral speech, not painstakingly produced writing. It is natural that oral speech does not have the same rhythm which is there in written language. Furthermore, the translated text may sometimes lack of clarity. Here the translator has to play a major role and clarify the thoughts of the speaker by bringing harmony in the translation of such speech.

The translation of the debate is also expected to be in simple and lucid language so that it is comprehensible to the common man. The complexity and incomprehensibility in translation often comes from following the sentence structure of English. An important principle of translation is that translation should not taste like translation.

4.11 Translation of ‘Summary of the Debate’ (Gist Translation)

Several publications depicting the business of Parliament are prepared in Hindi and English. One of these publications is ‘Summary of the Debate’. This publication is unique in itself because just as the entire account of the proceedings of each day of the Parliament remains in the debate, in the same way the main and important things of the rest of the day’s proceedings are published in summary except the question and answer. The translation of ‘Summary of the Debate’ is in fact a classic example of ‘Gist/Summary Translation’. You will study in detail about ‘Gist Translation’ in Block 3 of MTT-20.

The task of preparing the ‘Summary of the Debate’ is done by the ‘Synopsis Writer’. They sit in the gallery of the House, listen to the debates and note them down like press correspondents. Later, they prepare a summary based on their notes and the debate they have

heard. It is noteworthy that the summary of the proceedings of each day is prepared on the same day and published on the same night and delivered to the Members of Parliament early in the morning so that they can read the main points of the previous day's proceedings in summary form before coming to the proceedings of the next day. Summary is prepared separately in Hindi and English. Since this work has to be done on the same day after the end of the meeting at such a fast pace that the summarizer speaks directly on the computer saving the time of writing it. If s/he is preparing a summary of English, then s/he goes on speaking it after 'summarizing' the English speeches. On the other hand, if s/he is preparing a summary of Hindi, then he 'translates' the Hindi speeches.

As you have been informed, the subject of 'Gist Translation' has been explained in detail in Block 3 of MTT- 20. Here we want to tell you briefly about this that attention is paid to brevity in preparing the summary, the points repeated in the speech are not repeated in the summary. But brevity also does not mean that some important issue should be left out in it.

4.12 Let Us Sum Up

In this unit giving a brief introduction to 'Translation in Parliament', you have read about the place of Parliament in the Constitution of India, functioning of Parliament, languages used in Parliament as well as the role of translation in it. In this unit, you are also told that there are two directions of translation in Parliament - oral translation and written translation. After this, giving you information about the general aspects of translation in the Parliament, you have been told about the translation of parliamentary technical terminologies and expressions, sarcasm-humor and idioms-proverbs etc. used in the Parliament.

After going through this Unit, you would have got an idea of the large scale translation is done in Parliament and the process of translation of parliamentary literature. Along with this, you must have also realized that how, and how much additional alertness, spontaneity, competence, creativity and intensity are expected in translation in Parliament. You learned about 'summary' under the process of preparing 'Summary of the Debate'. Along with the technique of simultaneous interpretation, information has also been gained about the technical aspects of translation in legislative process, budget presentation etc. Hope you have understood the translation of the parliamentary debate very well.

4.13 Exercises

1. Throw light on the procedure for conducting business in the Parliament.
2. Explain the languages used in Parliament and the status of translation in them.
3. Discuss the directions of translation in Parliament.
4. What is the procedure for framing a parliamentary question? What is the role of translation in it?
5. What are the expectations from the translator in the translation of parliamentary debates? While translating the summary of the debate, what care should be taken by the translator?

4.14 Suggested Readings

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