

Certificate in Translation (CIT)
(2017 -18)
Term End Examination
December, 2017
CIT-03: Translation of Official Documents
[Covers all blocks of CIT-3]

Time -3 hours

Full Marks -100

Section-A (Theory)

[Full Marks: 50, Weightage: 50%]

- 1. Answer any two of the following questions in about 500 words [15x2=30]**
- (a) What do you know about the Commission for Scientific and Technical Terminology? Describe the laid down principles for the translation of Administrative Terminology.
- (b) Discuss the importance of translating Official documents.
- (c) Give an account of the development of machine translation in India. What are the major Machine Translation projects in India?
- 2. Answer any two of the following questions within 250 words: [10x2=20]**
- (a) Give an overall idea about Machine Translation in the context of Translation of English into Indian Languages.
- (b) Define official document. What are the different types of official documents?
- (c) Do you think that standardization of Administrative Terminology in Odia is absolutely necessary? Justify your answer.

Section-B (Practaice Component)

[Full Marks: 50, Weightage: 50%]

- 3. Translate the following texts into Odia**

(a) Inter-Office Note:

[5x1=5]

This is to bring to the notice of all concerned that while tenders are floated the Bill of quantities should be got checked up by the Chief Executive Officer so that defects/omissions/errors in specifications and the items of works, are timely obviated. If this rule is not adhered to carefully, it may invite complications at the stage of checking up the tender schedules and processing the tenders. In case any such defects/errors in the issue of tender schedules are noticed in future, it will go to the personal responsibility of the officer responsible for such negligence. Strict compliance is expected in respect of all concerned in this regard. While ensuring this, the tender notices should be so floated that there should be sufficient time left so as to check up the tender

schedules in the office of the CEO. Issuance of corrigendum due to shortage of time for approval of the tender schedules should be avoided.

(b) Demi-official letter

[5x1=5]

D.O. No. _____ dated _____

Bhubaneswar, the _____, 2017

ABC
Director (Adm.)
Government of Odisha
Ministry of _____

Dear Shri/ My dear,

Please refer to your D.O. letter No. _____ dated _____ regarding _____.

I am sending herewith a copy of the draft rule relating to _____. I shall be grateful if you kindly go through it and let me have your comments as soon as possible. It is proposed to convene an inter-departmental meeting early next month to finalize the rules.

With regards,

Yours sincerely

ABC
Shri _____

(C) Administrative Phrases (Noting and endorsement of Orders)

[10x2=20]

1. PUC for kind perusal
2. Our discussion may be recalled
3. Notes above for kind perusal
4. Notes above explain the position fully
5. Put up after my return from tour
6. Please speak/ Please discuss /Please bring up
7. Let the officer submit his explanation
8. Contents of this letter may be brought to the notice of all concerned
9. Copy forwarded to _____ for information and necessary action
10. Government has been pleased to decide

(d) **Legal Provisions for Official Language**

[20x1=20]

Rules pertaining to the official language of the Indian Union

1. For effective implementation of the Official Language, the country is divided into 3 regions:
 - a) Region (A), i.e., Bihar, Chhattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttaranchal and Uttar Pradesh, and the Union Territories of Delhi and Andaman and Nicobar Islands,
 - b) Region (B), i.e., Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh.
 - c) Rest of the country other than Regions (A) and (B) are placed under Region (C).
2. As per the Official Languages Rules:
 - (a) All Communications to the offices of State Governments and the Administration of the Union Territories or persons residing in various States under Regions (A) and (B) shall be made in Hindi.
 - (b) Communications to the offices of the remaining States and Union Territories as well as persons residing therein, i.e., in Region (C) may be made in English.
 - (c) Correspondence with Central Government offices located in all regions shall be made in Hindi.
 - (d) All communications received in Hindi, irrespective of their source, shall be replied to in Hindi.
 - (e) In case a person responsible for drafting a letter does not have sufficient knowledge of Hindi, the draft prepared by him in English will be translated into Hindi and the letter will be issued in Hindi.
 - (f) Both Hindi and English are used for:-
 - (i) Resolutions, general orders, rules, administrative and other representations, notifications and press communiqués;
 - (ii) Administrative and other reports and official papers laid before a House of Parliament; and
 - (iii) Contracts and agreements executed as well as licenses, permits, notices and form of tenders etcetera.

Some facts and Rules pertaining to the official language of Odisha State

1. The Orissa State Legislative Assembly has adopted Odia as the language for Official purposes of the State vide 'The Orissa Official Language Act, 1954.'

P.T.O.

2. English language continues to be used in addition to Odia in the State Legislature vide Orissa Act No.18 of 1963.
3. Although Odia is used as the language for official purposes, the international form of Indian numerals are used instead of Odia numbers as per the provisions of Act No. 12 of 1985.
4. Government work started to be done in Odia in the Heads of Departments and their subordinate offices from April 1984 and that in the State Secretariat from April 1985. However, Office of the Registrar, Odisha High Court, Offices of the Justices and their sub-ordinate offices have been kept out of the provisions of this notification. Besides, it does not affect the use of English in the following activities as well:
 - (a) Correspondence with Government of India and other States;
 - (b) Work procedures of any court or Tribunal;
 - (c) Judicial and Quasi-Judicial work procedures and all matters related to or arising out of it;
 - (d) All works related to technical subjects;
 - (e) Accounting and all related matters;
 - (f) Correspondence with all non-governmental persons, firms, companies and offices those who send their letters in English;
 - (g) Traffic Symbols;
 - (h) All other matters that need English to be used as per law.
5. Government of Odisha has approved the 'The Odisha Official Language Rule 2016' on 12th August 2016. After gazette notification, the Odisha Official Language Act 1954 formally came into force on Tuesday, the 16th August 2016. Accordingly, Odia has to be used for all gazette notifications, bills, amendments, acts, ordinances, orders, rules and regulations issued by the State Government.
