

Unit-12

Translation of Administrative Terminology

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12.0 Objectives

This Unit is based on Official Language. It gives you an idea about various aspects of Odia as an official language and translation of official transactions from English to Odia. After going through this Unit you will be able to:

1. Understand the basic need and nature of an official language in vernacular and legal status of Odia for such use;
2. Know about the principles governing translation of administrative terminology, i.e., the specific words and phrases used in official language, as laid down by the Government of India.

3. Be well versed with the administrative terminology used to denote specific meanings in official works both in English and Odia;
4. Practice and develop your skill in translating documents written in English to Odia as an official language;

12.1 Introduction

For a long time in the recent past, translation was being looked down upon as an inferior work than writing original texts. Nevertheless, indigenous vernacular writers earned national and international repute only when their works were translated into a national or international language. Thus importance of translation has gradually earned its due recognition in literature. Multilingual people get their due respect when their services are sought as interpreters when world leaders, bureaucrats and eminent scholars speaking different languages meet and interact with each other.

Moreover, increasing importance of English worldwide in the field of science and technology and other fields, has posed a threat to the very existence of various regional languages and dialects. It is however a universally accepted fact that a child can understand science and other subjects more easily and effectively if that can be taught in his mother tongue. In the same manner, a common man can conduct his own transactions with the government departments, banks and other offices if he is allowed to do so in his vernacular language. This will also reduce his financial burden and a lot of his valuable time will be saved as he need not run to advocates and consultants requesting to pen down his representations or work on his behalf.

This has given rise to the ever increasing demand for carrying out the official works of the government in the regional language. The language used for official transactions of the government, its various departments and their subordinate offices with the legal sanction under the Constitution of India is known as the Official Language.

Keeping in view the importance of saving the regional languages, and also to facilitate the common people to communicate with the government departments in their own language, various States of the Indian Union have been enacting laws for implementation of their own regional language as the official language of the State. Efforts have gained momentum to prepare the glossaries of terminology used in the field of science & technology and the general administration for transacting official business and preparing text books for the students and also ensure uniformity of the terms used therein. Owing to many such factors besides others, translation has emerged as a separate and independent subject in various universities that aims to create professionals in the field.

12.2 Legal Provisions regarding Official Language

In a bid to replace English with our own language in our day to day life, provisions have been made in the Constitution of India for adopting Hindi with Devnagari script as the Official Language at the Centre and regional languages with their respective scripts at the State level; so that government servants feel bound to accept it and work accordingly. The State governments too have enacted laws in consistence with the constitutional provisions to use their own regional language in the official work procedures. This has also enabled us to prepare study materials in various subjects like science, mathematics, social studies etcetera in various Indian languages so that our children can learn these subjects easily in their own mother tongue without learning a foreign language.

It is therefore necessary that we know some of the rules regarding government correspondence and translation of official texts into any Indian language, so that we can reproduce the text in accordance with the rules laid down under law. A translator should therefore remember some of the important facts and Rules about the official language.

12.2.1 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.

12.2.2 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.'
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 in stead 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.

12.3 Administrative Terminology

12.3.1 What is Administrative Terminology

As we already know, the language used for official transactions of the government with the legal sanction under the provisions of the Constitution of India is known as the Official Language. It is related to the general administration of a particular geographical entity. Administration means the rule of the law over the people of a specific geographical entity to ensure peace and harmony among its inhabitants. There are rules and regulations along with a judiciary and ‘law and order system’ to ensure that they work properly; and the activities of the government agencies to ensure proper implementation of these rules is called administration. The rules and the official procedures to administer them have to be done in some language, as it is the medium of communication from person to person; and the language adopted by law of the land for such purposes is called the Official Language of that State or nation as the case may be.

In order to accomplish various activities of the official procedures, the official language needs specific words for specific meanings so as to discard any form of ambiguity arising out of it, lest there should be confusion in implementing the law of the land effectively. When a word acquires a specific meaning in a sentence it is called a ‘term’ and the study of such terms is known as ‘terminology’.

12.3.2 Definition of Administrative Terminology

Before going for the definition, let us have a clear idea of the topic. As we have discussed above, when a word is used in official procedures with a specific meaning, we call it a ‘term.’ ‘*Logos*’ in Greek means science, study or knowledge. Thus ‘terminology’ means the study or knowledge of such terms that are used in the offices to discharge certain functions in a particular language. The vocabulary of all such words and phrases with typical specific meanings is known as ‘**terminology**.’

When such terms are used in the administration, it is ‘Administrative Terminology’, if used in the knowledge of science, it becomes ‘**Scientific Terminology**’ and when related to a technical subject, we call it ‘**Technical Terminology**.’

When such a term is widely accepted and used in administration or in any science and technology spread over a long span of time, it acquires ‘technicality’ with that specific meaning or sense in respect of that branch of activity or knowledge. Thus *the phrase ‘technical term’ is not confined only to the technology sector, rather refers to a wider meaning.*

The way of presentation and the structure of a sentence changes according to the subject and context of the text; and the same word very often acquires different meanings when used in different contexts.

Let us be clearer about the term ‘Administrative Terminology.’ An example can make the idea clear and easy to grasp. Let us examine the word ‘*interest*’ in its various usages.

In literature, ‘*interest*’ means ‘liking’ or ‘*the state of wanting to know more and more about something or someone; a quality exciting curiosity or holding the attention;* e.g., ‘*a tale full of interest*’ or ‘*an interesting story*’ means a subject in which one is concerned very much. Thus, in literature, the term ‘*interest*’ in Odia means ‘**ରୁଚି.**’

However, when we use ‘*interest*’ in commerce or banking matters, it means ‘*the money that is paid for allowing some body to use your own money.*’ You keep your money in the bank, and bank pays you some ‘*interest*’. You borrow money from bank or someone else, you pay him some money extra, and that is called ‘*interest*’. Thus, in Banking and commerce, the term ‘*interest*’ in Odia mostly means ‘**ସୁଧ.**’

In legal matters, ‘*interest*’ means *the advantage or benefit of someone in doing something; i.e., self-interest.* So in legal matters, ‘*interest*’ in Odia means **ସାଥ.** In legal matters, this term also means ‘*a share or involvement in an undertaking, a legal concern, title, or right in property, i.e.,* in this context we can translate it as ‘**ଭାଗ**’ in Odia language.

Thus we see that ‘*Interest*’ is a common term in literature meaning ‘*a quality exciting curiosity or holding the attention.*’ However, it acquires technicality when used in commerce & Banking with the specific meaning of ‘*a small amount of money received or paid for lending a bigger amount to someone else;* and in legal matters with the specific meaning of ‘*advantage or benefit of someone in doing something like a crime or help etc., i.e., self-interest.* Thus, ‘*interest*’ is a technical term for Banking and Legal matters with their respective specific meanings.

Again, suppose the word ‘*interest*’ is used in a legal procedure with the specific meaning that of the Banking sector, it will carry the technical meaning according to its context therein. It is similar in other cases as well. For example, let us consider this sentence in a lawsuit:

“It is interesting¹ that the accused made a fraudulent attempt to give his own account number in the agreement with the sole interest² of devouring the large amount of interest³ arising out of the huge investment made by his ancestors, without sharing the same with other members of his family.”

Here the first ‘*interest*’ carries the normal meaning as in literature, its second use bears the technical meaning of legal matters and the third ‘*interest*’ that of the commerce and banking sector; although the entire sentence is the part of a legal document.

We thus see that while translating the word ‘*interest*’ in Odia language, we have to give different meanings or its Odia synonyms according to the context of the text in the source language, i.e., English. Though a long list of such words can be drawn, this one example is sufficient to make the point clear that a translator has to be ever vigilant and judicious about the sense and meaning that a particular word is used, while doing his bit of job.

Nevertheless, it is very difficult to draw any such clear-cut borderline among various fields of administrative terminology, as these subjects most of the times overlap each other; and what matters actually is the context or sense that the term is used therein. Nevertheless, every branch of administration, science and knowledge has developed its own vocabulary, and the standardized method has become conventional in that particular department of administration or knowledge.

Before we go deep into the meaning and various aspects of the term ‘Administrative Terminology’, we can well guess and understand that it is concerned with the day-to-day affairs of administration of the government, department, institution or organization; and the specific words or terms bearing specific

meanings or sense used in transacting such activities. It is very essential that we use the right and best words in that particular language.

Thus we can define ‘Administrative Terminology’ as:

Such words and phrases that are used in specific sense or acquired meaning in a particular field of science, knowledge, administration or any other human activity, taken together is called ‘ADMINISTRATIVE TERMINOLOGY’ and that specific legally authorized language through which the administration works is called the ‘OFFICIAL LANGUAGE.’

12.3.3 Scope of Administrative Terminology

At the outset it comes to our mind that Administrative Terminology is concerned only with various activities of the general administration of governmental or private organizations like appointment, posting, salary, conduct, leave, disciplinary action, functioning of the official procedures etc. However, a cautious and deep consideration of the question reveals that its scope goes much beyond the official transactions. According to the Commission for Scientific and Technical Terminology set up by the Government of India, it comprises of the following fields:

1. Administration and Management;
2. Statistics, Commerce, Banking and Revenue;
3. Law, Vigilance;
4. Various subjects under Science and Humanities, Politics and Parliamentary bodies;
5. Publication;
6. Health and Life-sciences;
7. Railways, Posts and Telegraphs;
8. Departmental Terminologies;
9. Engineering- Civil, Electrical, Mechanical.

Besides, we feel that such other aspects of the activities of the modern civilized life like sports, advertisement, media etc., too need to evolve such common terminology for easy understanding and grasping by the common man. The scope of ‘Administrative Terminology’ thus becomes a vast ocean of words and phrases that need to be put in common practice not only by the people related to the concerned fields departments, but the common man too should be used to it, as because all such offices and departments are created and functioning only for the people.

12.4 Standardization of Administrative Terminology

12.4.1 Need for standardization of Administrative Terminology

Down through the centuries of its use in various countries of the world, English has gradually evolved a common set of administrative terminology and phrases for common use in the official language. In India we also evolved such terminology in Urdu language during the Mughal period and most of it has now descended and is being used in the official language of the Central government and other Hindi speaking States. Many such words are widely used in the revenue department even in Odisha.

However, after independence when we are bent upon using our indigenous languages for official use, we have to work hard to have a common set of such terminology. As we have seen above in the foregoing sections, a single word acquires different meanings with the change of context; we have to be very careful about choosing words for official language. Similarly, many a times, the same act or thing is denoted by different words in the same language. However, we have to select a particular word for a particular meaning in official language; otherwise it may create a lot of confusion or give rise to untoward situations. Needless to say that it becomes easy for the masses to work in a particular language when we use the same vocabulary for things carrying the same meaning.

For the purpose, government of India and the State governments have been engaged in the evolution of a common Administrative Terminology in various languages of India through various departments. In view of the pressing need of such terminology, authors, publishers and law houses too have contributed a lot. Government of India has even set up a permanent 'Commission for Scientific and Technical Terminology' to develop, cause to develop and monitor development of the vocabulary of administrative terminology in various Indian languages. Supreme Court of India have opined that it is the apex legal authority for such work in India. It is therefore necessary that before we go for preparing English to Odia glossary of administrative terminology, we should be aware of the rules laid down by the Government and other constitutional bodies thereof from time to time.

Let's have a quick look at the principles laid down by this commission before we proceed to translate English administrative terminology into Odia.

12.4.2 Principles for Evolution of Administrative Terminology

During the process of translation, one may not get the correct synonym of an administrative term in the target language even after referring to various standard dictionaries and available glossaries. In such a situation the translator is bound to either coin his own word or transcript the original word of the source language in the script of the target language. For the purpose of evolution of a common set of Administrative Terminology, the Commission for Scientific and Technical Terminology has laid down and approved a set of principles as under:

1. 'International terms' should be adopted in their current English forms as far as possible and transliterated in any Indian language; viz., :
 - a) Names of elements and compounds, e.g., Hydrogen, Carbon dioxide, etc.,
 - b) Units of weights, measures and physical quantities, e.g., dyne, calorie, ampere etc.,
 - c) Terms based on proper names, e.g., Marxism (Karl Marx), Braille (Braille), boycott (Capt. Boycott), guillotine (Dr. Guillotine), gerrymander (Mr. Gerry), ampere (Mr. Ampere), Fahrenheit scale (Mr. Fahrenheit) etc.,
 - d) Binomial nomenclature in such sciences as Botany, Zoology, Geology etc.,
 - e) Constants, e.g., π , g etc.,
 - f) Words like Radio, Petrol, Radar, Electron, Proton, Neutron etc., which have gained practically world-wide usage.,
 - g) Numerals, symbols, signs and formulae, used in mathematics and in other sciences, e.g., sin, cos, tan, log etc. (Letters used in mathematical operation should be in Roman or Greek alphabets.)
2. The symbols will remain in international form written in Roman, but abbreviations may be written in Odia and standardized form, especially for common weights and measures. e.g., the symbol 'cm' for centimeter will be used as such in Odia, but the abbreviation in Odia may be ଗୋ.ମି. This will apply to books for children and other popular works only; but in standard works of science and technology, the international symbols only, like cm., should be used.
3. Letters of Indian scripts may be used in geometrical figures, e.g., କ, ଖ, ଗ, but only letters of Roman and Greek alphabets should be used in trigonometrical relations, e.g., Sin A, Cos B, etc.
4. Conceptual terms should generally be translated.
5. In the selection of Odia equivalents simplicity, precision of meaning and easy intelligibility should be borne in mind.
6. The aim should be to achieve maximum possible identity in all Indian languages by selecting terms:
 - (a) common to as many of the regional languages as possible, and
 - (b) based on Sanskrit roots.
7. Indigenous terms which are commonly used in our languages for certain technical words, as ଡାକ for telegraph/telegram, ମହାଦ୍ୱୀପ for continent, ଡାକ for post etc., should be retained.

8. Words from English, Portuguese, French etc., which are widely used in Indian languages should be retained, e.g., ticket, signal, person, police, bureau, restaurant, deluxe, etc.
9. Transliteration of International terms in Odia script should aim at maximum approximation to the Standard English pronunciation with such modifications as prevalent amongst the educated circle in Odisha.
10. The international terms adopted in Odia should be used in the masculine gender, unless there are compelling reasons to the contrary.
11. Hybrid forms in technical terminologies, e.g., ଗ୍ୟାରେଣ୍ଟିଡ଼ for ‘guaranteed’, କୋଡ଼ିଫାଇର for ‘codifier’, etc., are normal and natural linguistic phenomena and such forms may be adopted in practice keeping in view the requirements for technical terminology, viz., simplicity, utility and precision.
12. ‘Sandhi’ and ‘Samasa’ in technical terms- Complex forms of Sandhi may be avoided and in cases of compound words, hyphen may be placed in between the two terms, because this would enable the users to have an easier and quicker grasp of the word structure of the new terms. As regards ଆଦିବୁଦ୍ଧି in Sanskrit-based words, it would be desirable to use ଆଦିବୁଦ୍ଧି in prevalent Sanskrit *tatsama* words, e.g., ବ୍ୟାବହାରିକ, ଲାକ୍ଷଣିକ ରସ୍ତା, but may be avoided in newly coined words.
13. ‘Halanta’- Newly adopted terms should be correctly rendered with the use of ‘hal’ sign wherever necessary.
14. Use of ‘Pancham Varna’- The use of ଅଦ୍ଭୁସାର may be preferred in place of ଫଟମବର୍ଣ୍ଣ ; but in words like ‘lens’ etc., the transliteration should be ଲେନ୍ସ and not ଲେମ୍ପ.

12.5 Administrative Terminology in Odia

12.5.1 Need for standardization of Administrative Terminology in Odia

Though Odia is being used in official works in some departments since 1954, we still have a long way to go. We refer to the English pattern every now and then, and mostly depend upon its translation in Odia. We have to apply ‘Look Back and Move Forward Method’; i.e., look back how our predecessors worked, and then move forward accordingly while using our own intelligence, wit and vocabulary striving to make it more decent, intelligible and acceptable. We need to bring the same kind of uniformity in Odia as in English, in terminology, language and expression in respect of the official works in various offices.

For the purpose Law department, Government of Odisha has published some glossaries of administrative and technical terminology, sample usable common notings, and drafts of letters, note-sheets, office orders etc. in Odia in two compilations, viz., ‘ପ୍ରଶାସନ ଶବ୍ଦକୋଷ’ and ‘ସରକାରୀ ଭାଷା ସହଚର’ corresponding to administrative terminology and noting-drafting respectively. Besides, some private authors and publishers have also tried to bring out such compilations that have been of immense help for the beginners in the government and other offices to work in Odia language.

In spite of the publications and circulars of the Government, all the material available taken together is like a drop in the ocean. A person endorsed with the job therefore has to refer to other private authors’ publications and even consult bilingual or trilingual dictionaries to effectively complete his work; and while doing so, has to select the most appropriate Odia synonym of the English term according to the context of his work.

We should not coin new words when existing words are sufficient. However, even after all the exercise cited above, we may not sometimes find a suitable term to perfectly fit to the context. In such a case we have to coin a new word or phrase taking into account the guidelines laid down by the Commission for Scientific and Technical Terminology, Ministry of Human Resource Development, Department of Higher Education, Government of India and those laid down by the Government of Odisha on the subject. The only rules that should govern the admission of new words can be whether there is a need for it, and whether it will be acceptable to all concerned.

12.5.2 Glossary of Administrative Terms (English-Odia)

A Glossary of Administrative Terms accepted and used by the Government of Odisha is available for your easy reference. We have also given another glossary of common administrative phrases mostly used for noting and drafting purposes. Getting by heart these words and phrases will not help; rather you need to do a lot of practice to memorize them. Thus you need not refer to the glossary every time you need. The best way to practice the administrative terms and phrases is to draft as many official letters, memorandums, circulars, notices, tenders, notifications and other various kinds of official communications as you can; and that will make you well conversant with official noting and drafting procedures as well. You may in the beginning feel it difficult, but gradually you are sure to gain momentum and have a good command over the official language in Odia.

12.6 Noting and Drafting

While working in the office, you have to be very careful about the language you use in the files. Your language should also be understandable for the common man who is your real master and for whose welfare you are appointed. Therefore, you have to be very careful while working in the official language by using your intelligence, discretion and resources. Though a translator is not supposed to handle cases independently, he has to follow the laid down principles of the government while preparing the translation of the document assigned to him for the purpose.

12.6.1 Directives of Government of Odisha on noting and drafting:

A few directives regarding the language of noting and drafting in the Government of Odisha offices like the Secretariat, Heads of Departments, and their sub-ordinate offices have been mentioned in the Orissa Secretariat Instructions (ଓଡ଼ିଶା ସଚିବାଳୟ ଅନୁଦେଶାବଳୀ) and Orissa Records Manual, 1964 (ଓଡ଼ିଶା ଅଭିଲେଖ ପ୍ରକରଣ ପୁସ୍ତକ) as follows:-

1. The language used in the official transaction of the government shall always be intelligible (easy to understand), clear, precise and contained;
2. Decency in language will always be taken care of;
3. In case a mistake committed by any higher officer or any other office has to be shown, it should be done humbly with a polite language;
4. Everything will be mentioned directly in small sentences; complex and compound sentences and round about method has to be discarded.
5. Ornamental language, Classical literary or poetic method of expression, idioms or popular sayings will not be used;
6. Vindictive (ଆଶେଷପୂର୍ଣ୍ଣ) or harsh words will not be used;
7. These rules will apply to Odia language as well, as are applicable to English.

8. Besides, while using Odia language, it will be appropriate to adopt the same work-procedure as has been being followed in case of official correspondence and noting in English.

9. As per Government decision, English numbers will be used in all government works. Though these numbers are regarded as Arabic, but it had actually originated from India, and has been termed as 'the international form of Indian numbering system' vide Article 343 of the Indian Constitution.

10. While disposing a government correspondence, the date will be written in a specific manner. In the process first write **ତା.** Then the name of the month, then give a comma, and after that write the number pertaining to the year; e.g., **ତା.୧୫ ଅପ୍ରେଲ, 1984.** It will do if we don't write 'ଖ୍ରୀ' for the Christian Era, but if any other Era is being used, then the name of that Era has to be mentioned after giving its number; e.g., **ତା.୧୭ ଫାଲ୍‌ଗୁନ, 1906 ଶକାବ୍ଦ।** Moreover, while writing the date, we may not write the name of the month, and instead mention its number; e.g., **ତା.୧୫-୪-1984.**

11. Further it has been clarified in the directives, that the names of the English months have been being written variously in Odia script viz., **ଜାନୁୟାରୀ, ଜାନୁୟାରି, ଜାନୁଆରୀ, ଜାନୁଆରି, ଫାବ୍ରୁୟାରୀ, ଫାବ୍ରୁୟାରି, ଫାବ୍ରୁଆରୀ, ଫାବ୍ରୁଆରି** etc. In order to standardize it the names of the English months will be written as: **ଜାନୁଆରି, ଫେବୃଆରି, ମାର୍ଚ୍ଚ, ଅପ୍ରେଲ, ମଇ, ଜୁନ, ଜୁଲାଇ, ଅଗଷ୍ଟ, ସେପ୍ଟେମ୍ବର, ଅକ୍ଟୋବର, ନଭେମ୍ବର, ଡିସେମ୍ବର।**

12.6.2 Using Abbreviations in official procedures:

Though abbreviations are in use in government procedures, it has always been advised not to do so. Still some such widely used abbreviations are in use while working in English. We should use the complete phrase in Odia in place of such abbreviations. For example:

PUC= ବିରାୟ୍ୟ ପତ୍ର

DFA= ଅନୁମୋଦନ ନିମନ୍ତେ ଚିଠା

bdi= ଭଉଣ ଦିନ ସମେତ

A few abbreviations in Odia too are in use; viz., **ତା.=ତାରିଖ** (date) **ଟ.=ଟଙ୍କା** (Rupees) **ଫ.=ଫାଖ୍ୟା** (Number)

etc. It is however advisable not to use abbreviations in official work procedures.

12.7 Glossary of Some Administrative Expressions (English to Odia)

It is advised that the translator should use the Glossary of Administrative Terminology, Odia nomenclature of various government offices and those of various posts, designations of the officers, and the Odia synonyms of standard administrative phrases given below while discharging their duties. It is however advisable that these phrases may be changed to fit the context if an officer finds it difficult to use them strictly in its original form.

A brief glossary of administrative phrases, orders and expressions etcetera used in government offices of Odisha State as available in the aforesaid publications of the government is given below for your easy reference.

12.7.1 Translation of Administrative Phrases (Noting and endorsement of Orders)

PUC for perusal :

ବିରାୟ୍ୟ ପତ୍ରଟି ପାଠ କରନ୍ତୁ

PUC for kind perusal :

ଦୟାକରି ବିରାୟ୍ୟ ପତ୍ରଟି ପାଠ କରନ୍ତୁ

PUC is a report regarding... from... :

ବିରାୟ୍ୟ ପତ୍ରଟି ...ଜାଠାରୁ...ଫାଲ୍‌ଗୁରେ ଏକ ରିପୋର୍ଟ

ଅଟେ

PUC along with its enclosures :	ବିରାଯ୍ୟ ପତ୍ର ତଥା ତାହା ସହିତ ସ୍ଵଲଗ୍ନ କାଗଜପତ୍ର
Verbal orders:	ମୌଖିକ ଆଦେଶ
Our discussion may be recalled :	ଆମର ଆଲୋଚନା ମନେ ପକାନ୍ତୁ
Notes above for kind perusal :	ଦୟାକରି ଉପରଲିଖିତ ଚିପ୍ପଣୀ ପାଠକରନ୍ତୁ
Notes above explain the position fully :	ଉପରଲିଖିତ ଚିପ୍ପଣୀରେ ଅବସ୍ଥା ପୂରା ବର୍ଣ୍ଣିତ
ହୋଇଅଛି	
Notes from preceding page :	ପୂର୍ବ ପୃଷ୍ଠା / ପୃଷ୍ଠା- (ଚିପ୍ପଣୀ)ଠାରୁ ଚିପ୍ପଣୀ ପାଠ କରନ୍ତୁ
page-N may be perused (N = Note):	ପୂର୍ବ ପୃଷ୍ଠା / 'କ' ଚିହ୍ନିତ ପୃଷ୍ଠାଠାରୁ ଚିପ୍ପଣୀ ପାଠ କରନ୍ତୁ
This is in accordance with Section 12 of the Act:	ଏହା ଅଧିନିୟମର ଧାରା ୧୨ ଅନୁସାରେ ଅଟେ
This is regarding... :	ଏହା... ସଂକ୍ରାନ୍ତ ଅଟେ
The letter at page-/C is self explanatory :	ପୃଷ୍ଠାକ୍ (ପତ୍ର ବିନିମୟ)ରେ ଥିବା ପତ୍ରରେ ବିଷୟଟି
ପ୍ରାଞ୍ଜଳ ହୋଇଅଛି	
(C = Correspondence)	
Attention is invited to the letter at flag-‘A’:	'କ' ଚିହ୍ନିତ ପତ୍ର ପ୍ରତି ଦୃଷ୍ଟି ଆକର୍ଷଣ କରାଯାଉଛି
As per Sec.15 of the Act this is permissible :	ଏହା ଅଧିନିୟମର ଧାରା ୧୫ ଅନୁଯାୟୀ ଗ୍ରହଣୀୟ
It is understood that :	ଜଣାଯାଇଅଛି ଯେ
It can safely presumed that :	ସମ୍ଭବରେ ଧରିନିଆଯାଇପାରେ ଯେ
It is based on facts :	ଏହା ତଥ୍ୟ ଉପରେ ଆଧାରିତ
It is supported by documents :	ଦଲିଲ ଦ୍ଵାରା ସମର୍ଥିତ
It was previously submitted that:	ପୂର୍ବରୁ ନିବେଦିତ ହୋଇଥିଲା ଯେ
It appears that :	ପ୍ରତୀତ ହେଉଅଛି ଯେ / ବୋଧ ହେଉଅଛି ଯେ
It appears to have been stated that:	କୁହାଯାଇଥିବା ଭଳି ବୋଧ ହେଉଅଛି ଯେ
It will not be out of place to state that:	କହିଲେ ଅବାନ୍ତର ହେବନାହିଁ ଯେ
It is needless to mention that :	ଉଲ୍ଲେଖ କରିବା ଅନାବଶ୍ୟକ ଯେ
It appears quite reasonable :	ଏହା ଅତ୍ୟନ୍ତ ସୁଚିତ୍ତ ବୋଧହୁଏ
In this connection it may be pointed out that :	ଏ ସଂବନ୍ଧରେ ଦର୍ଶାଯାଇପାରେ ଯେ
In view of the facts stated above :	ଉପରଲିଖିତ ତଥ୍ୟାବଳୀ ଦୃଷ୍ଟିରୁ
In these circumstances :	ଏ ପରିସ୍ଥିତିରେ
Keeping all these in view :	ଏସବୁ ପ୍ରତି ଦୃଷ୍ଟି ଦେଇ
It is therefore submitted that :	ଅତଏବ ନିବେଦନ କରାଯାଉଅଛି ଯେ
He may be asked to explain :	ତାହାଙ୍କଠାରୁ କୈଫିୟତ ତଲବ କରାଯାଉ
He may be asked to explain his conduct :	ତାହାଙ୍କଠାରୁ ନିଜ ଆଚରଣର କୈଫିୟତ ତଲବ
କରାଯାଉ	
He may however be permitted with the following conditions:	ଯାହା ହେଉନା କାହିଁକି, ତାହାଙ୍କୁ ନିମ୍ନ ସର୍ତ୍ତରେ ଅନୁମତି
ଦିଆଯାଇପାରେ	
He may be allowed to draw :	ଉଠାଇବାକୁ ତାହାଙ୍କୁ ଅନୁମତି ଦିଆଯାଉ
He may be permitted to do so :	ଏପରି କରିବାକୁ ତାହାଙ୍କୁ ଅନୁମତି ଦିଆଯାଉ
No action may be taken, No action need be taken, No action is necessary:	କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ଅନାବଶ୍ୟକ

No action appears to be necessary : ହେଉନାହିଁ	କୌଣସି କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ଆବଶ୍ୟକ ବୋଲି ବୋଧ
Director may like to issue a DO letter to... : ଚାହିଁପାରନ୍ତି	ନିର୍ଦ୍ଦେଶକ ...ଙ୍କୁ ଏକ ଅର୍ଦ୍ଧସରକାରୀ ପତ୍ର ଦେବାକୁ
Director may perhaps like to see it : This Directorate may not agree to the proposal: ହୋଇନପାରେ	ନିର୍ଦ୍ଦେଶକ ଦୁଃଖ ଏହା ଦେଖିବାକୁ ଚାହିଁପାରନ୍ତି ଏହି ନିର୍ଦ୍ଦେଶାଳୟ ଉକ୍ତ ପ୍ରସ୍ତାବରେ ସମ୍ମତ
There appears to be no reason, to agree to the proposal: ବୋଧହୁଏ ନାହିଁ	ପ୍ରସ୍ତାବରେ ସମ୍ମତ ହେବା ଲାଗି କୌଣସି ଯୁକ୍ତି ଥିବାଭଳି
May be given :	ଦିଆଯାଇ
May not be given :	ଦିଆନଯାଇ
Since no reply has been received as yet a reminder may be issued: ଅନୁସ୍ମାରକ ଦିଆଯାଇ	ଏଯାବତ୍ କୌଣସି ଉତ୍ତର ନମିଳିଥିବା ହେତୁ ଏକ
A report/nil report may be given :	ଏକ ରିପୋର୍ଟ / ଶୂନ୍ୟ ରିପୋର୍ଟ ଦିଆଯାଇ
This may await receipt of information from the Collector: ଅପେକ୍ଷା କରାଯାଇ	ଜିଲ୍ଲାପାଳ (କଲେକ୍ଟର) ଙ୍କଠାରୁ ତଥ୍ୟ ମିଳିବା ପର୍ଯ୍ୟନ୍ତ
Submitted for orders :	ଆଦେଶ ନିମନ୍ତେ ନିବେଦିତ ହେଲା
For favour of approval :	ଅନୁମୋଦନ ପାଇଁ
Query above :	ଉପଯୁକ୍ତ ପ୍ରଶ୍ନ
Observations of FD :	ଅର୍ଥ ବିଭାଗର ମନ୍ତବ୍ୟ

ORDERS ଆଦେଶ

After the DA's noting, the officer has to endorse his order on the note-sheet. In this case too if it is found difficult to strictly adopt the phrases suggested herein, then it may be used with necessary changes.

As proposed :	ତାହାହିଁ ହେଉ / କରାଯାଇ
As at 'A' :	'କ' ଚିହ୍ନ ଅନୁଯାୟୀ
Please speak/ Please discuss /Please bring up : ଆଣନ୍ତୁ	ଆଲୋଚନା କରନ୍ତୁ / ଆଲୋଚନାକୁ ଆଣନ୍ତୁ / ଦୃଷ୍ଟିକୁ
Put up on 5th December :	ଡିସେମ୍ବର ୫ରେ ପେଶ କରନ୍ତୁ
Put up after my return from tour :	ମୁଁ ଗସ୍ତରୁ ଫେରିବା ପରେ ପେଶ କରନ୍ତୁ
I agree :	ମୁଁ ଏଥିରେ ରାଜି
Yes :	ହଁ
FD Concur :	ଅର୍ଥ ବିଭାଗ ସହମତ / ଅର୍ଥ ବିଭାଗ ସହମତି ଦେଉଛନ୍ତି
FD regret :	ଅର୍ଥ ବିଭାଗ ଦୁଃଖିତ
Ask him to explain :	ତାହାଙ୍କଠାରୁ କୈଫିୟତ ତଲବ କରନ୍ତୁ
Let the officer submit his explanation :	ଅଧିକାରୀ ନିଜର କୈଫିୟତ ଦିଅନ୍ତୁ
No, orders at page- be carried out first :	ନା, ପୃଷ୍ଠା... ର ଆଦେଶ ପ୍ରଥମେ ପାଳିତ ହେଉ
This may wait :	ଅପେକ୍ଷା କରାଯାଇ

We will take it up later on :	ପରେ ବିଚାର କରାଯିବ
Representation is rejected :	ଆବେଦନ ନାମଞ୍ଜୁର ହେଲା
Allowed to cross the EB at the stage of Rs. 450/- with effect from...:	ତା...ଠାରୁ ଟ ୪୫୦ ଟଙ୍କା ସ୍ତରର ଦକ୍ଷତାବନ୍ଧ ଅତିକ୍ରମ କରିବାକୁ ଅନୁମତି ଦିଆଗଲା
Not allowed to cross the EB :	ଦକ୍ଷତାବନ୍ଧ ଅତିକ୍ରମ କରିବାକୁ ଅନୁମତି ଦିଆଯାଇନାହିଁ
Approved :	ଅନୁମୋଦିତ ହେଲା
Approved as at 'A' : ହେଲା	ଚିହ୍ନ 'କ' ଠାରେ ବ୍ୟକ୍ତ ହେବା ପ୍ରକାରେ ଅନୁମୋଦିତ ହେଲା
_____ (Officer) to note :	_____ (ଅଧିକାରୀ) ଚିପି ରଖନ୍ତୁ
Noted :	ଚିପି ରଖିଲି
Seen :	ଦେଖିଲି
Leave granted :	ଛୁଟି ମଞ୍ଜୁର ହେଲା
Prayer disallowed :	ପ୍ରାର୍ଥନା ନାମଞ୍ଜୁର ହେଲା
_____ is warned :	_____ କୁ ଚେତାବନା ଦିଆଯାଇଛି
The officer should have been more diligent :	ଅଧିକାରୀ ଅଧିକ ତତ୍ପର ହେବା ଉଚିତ ଥିଲା
The officer has not exerted fully :	ଅଧିକାରୀ ପୂର୍ଣ୍ଣ ମାତ୍ରାରେ ଖଟିନାହାନ୍ତି
Thanks. A reply may be sent accordingly :	ଧନ୍ୟବାଦ । ତଦନୁସାରେ ଉତ୍ତର ପଠାଯାଇ
Issue :	ପଠାଯାଇ
This may be dealt with in _____ :	ଏହାର ବିଚାର... ରେ ହେଉ
This should have been dealt with in _____:	ଏହାର ବିଚାର ...ରେ ହେବା ଉଚିତ ଥିଲା ।
Issue and put up :	ପଠାଇସାରି ପେଶ୍ କରନ୍ତୁ

12.7.2 Some Common Expressions used in official noting and drafting

Some of the common expressions used in the process of noting and drafting in various offices are given here to provide some ready-made material for you; this will be of immense use for you while translating official documents. However, strict adherence to these expressions is not mandatory; you may change and use more appropriate expressions according to the context in hand.

By order of Governor :	ରାଜ୍ୟପାଳଙ୍କ ଆଦେଶକ୍ରମେ
By order :	ଆଦେଶକ୍ରମେ
Contents of this letter may be brought to the notice of all concerned :	ଏହି ପତ୍ରର ବିଷୟବସ୍ତୁ ସମ୍ପୂର୍ଣ୍ଣ ସମସ୍ତଙ୍କ ଦୃଷ୍ଟିକୁ ଅଣାଯାଇ
Consequent on / upon _____ :	_____ ର ପରିଣାମରେ / ପରପରପରପ କାରଣରୁ
Copy forwarded to _____ for information and necessary action :	ଏହାର ନକଲପରପରପଙ୍କ ଅବଗତି ଓ ଆବଶ୍ୟକ
କାର୍ଯ୍ୟାଦୁଷ୍ଟାନ ନିମନ୍ତେ	_____ ଠାଗଲା
Government has been pleased to decide :	ସରକାର ନିଷ୍ପତ୍ତି କରିଅଛନ୍ତି ଯେ
Government have had under consideration for some time past the question as to :ବିଷୟଟି ବିଗତ କିଛିକାଳ ହେଲା ସରକାରଙ୍କର
ବିଚାରାଧୀନ ରହିଥିଲା	
Government have observed with displeasre :	ସରକାର ବିରାଗ ସହିତ ଲକ୍ଷ୍ୟ କରିଛନ୍ତି

Government have viewed with concern the low standard of officers :

ଅଧିକାରୀମାନଙ୍କ ନିମ୍ନ ମାନ ଯେନି ସରକାର ଉଦ୍‌ବେଗ

ପ୍ରକାଶ କରିଛନ୍ତି

Government have been pleased to allow Shri ABC to _____:

_____ ନିମନ୍ତେ ଶ୍ରୀ ଅମ୍ବକଙ୍କୁ ସରକାର ଅନୁମତି

ଦେଇଛନ୍ତି

I am directed to say / inform that :

ମୁଁ ନିର୍ଦ୍ଦେଶକ୍ରମେ କହୁଛି / ଜଣାଉଛି ଯେ

I am desired to inform that :

ମୁଁ ଆଦେଶକ୍ରମେ ଜଣାଉଛି ଯେ

In accordance with _____ :

_____ ଅନୁସାରେ

In continuation of _____ :

_____ କ୍ରମ ଅନୁଯାୟୀ

In forwarding / enclosing herewith _____ :

ଏହା ସହିତ _____ ପଠାଇବା / ସଂଲଗ୍ନ କରିବା

ସଙ୍ଗେ ସଙ୍ଗେ

In inviting your attention to the _____ :

_____ ପ୍ରତି ଆପଣଙ୍କ ଦୃଷ୍ଟି ଆକର୍ଷଣ କରି

In inviting a reference to _____ :

_____ ପ୍ରତି ଦୃଷ୍ଟି ଆକର୍ଷଣ ପୂର୍ବକ

In partial modification of _____ :

_____ ର ଆଂଶିକ ପରିବର୍ତ୍ତନ କରାଯାଇ

In pursuance of _____ :

_____ କୁ ଅନୁସରଣ କରି

In supersession of _____ :

_____ କୁ ଅଧିକ୍ରମଣ କରି

Instances have come to the notice of the Government :

ଘଟଣାମାନ ସରକାରଙ୍କ ଦୃଷ୍ଟିକୁ ଆସିଛି

Instances have occurred when officers have done such and such :

ଅଧିକାରୀମାନେ ଏପରି କରିବାର ବହୁ

ଘଟଣା ଘଟିଛି

It has been brought to the notice of the Government that :

ସରକାରଙ୍କ ଦୃଷ୍ଟିକୁ ଅଣାଯାଇଛି ଯେ

It has been decided that :

ନିଷ୍ପତ୍ତି ହୋଇଛି ଯେ

It has come to the notice of the Government that :

ସରକାରଙ୍କ ଦୃଷ୍ଟିକୁ ଆସିଛି ଯେ

The undersigned is directed to say that :

ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀ ନିର୍ଦ୍ଦେଶକ୍ରମେ କହୁଛନ୍ତି ଯେ

This has been clearly laid down :

ଏହା ସ୍ପଷ୍ଟଭାବରେ ନିର୍ଦ୍ଦିଷ୍ଟ କରାଯାଇଛି

This matter has been under active consideration of the Government :

ବିଷୟଟି ସକ୍ରିୟ ଭାବେ ସରକାରଙ୍କର ବିଚାରାଧୀନ ରହିଛି

This may be observed strictly :

ଏହାକୁ କଡ଼ାକଡ଼ି ଭାବରେ ପାଳନ କରାଯାଉ

This may be strictly adhered to :

ଏହାକୁ କଡ଼ାକଡ଼ି ଭାବରେ ପାଳନ କରିବାରେ କୌଣସି

ବ୍ୟତିକ୍ରମ ନଘଟୁ

With reference to _____ :

_____ ପ୍ରସଙ୍ଗରେ

With a view to _____ :

_____ ଲକ୍ଷ୍ୟରେ

You are therefore directed to submit your explanation :

ଅତଏବ ଆପଣଙ୍କୁ କୈଫିୟତ ଦେବା ନିମନ୍ତେ

ନିର୍ଦ୍ଦେଶ ଦିଆଯାଇଛି

12.7.3 Nomenclature of activities / transactions / Official documents

Encashment of Earned Leave on Retirement :

ଅବସର ଗ୍ରହଣରେ ଅର୍ଜିତ ଛୁଟିର ଅର୍ଥାୟନ

Office Memorandum and Endorsement :

କାର୍ଯ୍ୟାଳୟ ସ୍ମାରକ ଓ ପୃଷ୍ଠାଙ୍କନ

Creation of Post :

ପଦସୃଷ୍ଟି

Permanency of Temporary Post :

ଅସ୍ଥାୟୀ ପଦର ସ୍ଥାୟୀକରଣ

Letter of Appointment :	ନିଯୁକ୍ତିପତ୍ର
Notification of Appointment :	ନିଯୁକ୍ତି ଅଧୂସୂଚନା
Order of Confirmation :	ବାହେଲି ଆଦେଶ
Order of Officiating Promotion :	ସ୍ଥାନାପନ୍ନ ପଦୋନ୍ନତି ଆଦେଶ
Sanction of Journey Tour :	ଗସ୍ତଯାତ୍ରାର ମଞ୍ଜୁରି
Sanction of Leave Travel Concession :	ଛୁଟି ଭ୍ରମଣ ରିଆଡି ମଞ୍ଜୁରି
Grant of Earned Leave :	ଅର୍ଜିତ ଛୁଟି ମଞ୍ଜୁରି
Order allowing to cross EB :	ଦକ୍ଷତାବନ୍ଧ ଅତିକ୍ରମ କରିବା ପାଇଁ ଅନୁମତି ଆଦେଶ
Grant of Surrender Leave :	ଛୁଟି ସମର୍ପଣ ମଞ୍ଜୁରି
Leave Surrender Certificate :	ଛୁଟି ସମର୍ପଣ ପ୍ରମାଣପତ୍ର
Grant of Interest Free Advance :	ସୁଧମୁକ୍ତ ଅଗ୍ରିମ ମଞ୍ଜୁରି
Grant of House Building Advance :	ଗୃହନିର୍ମାଣ ଅଗ୍ରିମ ମଞ୍ଜୁରି
Part Final Withdrawal From General Provident Fund :	ସାଧାରଣ ଭବିଷ୍ୟନିଧିରୁ ଆଂଶିକ ରତ୍ନାନ୍ତ ପ୍ରତ୍ୟାହାର
Installation of Telephone Connection :	ଟେଲିଫୋନ୍ ସଂଯୋଗିକରଣ
Acknowledgement of Nomination :	ମନୋନୟନ ପାରମର ପ୍ରାପ୍ତି ସ୍ୱୀକୃତି
D.O. (Demmi-Official Letter) Reminder :	ଅର୍ଦ୍ଧସରକାରୀ ଅନୁସ୍ମାରକ

12.8 Summing up

1. The language used and accepted by law for doing all the works in the government offices is called the Official Language.
2. Constitution of India provides that Hindi with Devanagari script will be used in the Central government offices all over the country as the official language of the Union. All correspondence to state government offices and persons residing in such States and Union Territories where Hindi is easily understood and widely used in public will be made in Hindi and to other States in English.
3. As per the provisions of the Indian Constitution, various States have adopted their own regional language as the official language of the respective States and likewise Odisha too has enacted that Odia will be its official language. However, both in the Central and State offices, the international form of the Indian digits are used instead of writing them in the indigenous scripts.
4. However, English can be used in the Parliament, State Legislatures, Courts and Tribunals, Judicial and Quasi-Judicial work procedures and all matters related to or arising out of it. Besides, English is also used for matters related to technical subjects, Tenders, Accounting and Traffic Symbols.
5. Widely used and accepted words and phrases in the official language that denote specific meanings are known as the Administrative terminology. When such terms are used in the administration, it is 'Administrative Terminology', if used in the knowledge of science, it becomes 'Scientific Terminology' and when related to a technical subject, we call it 'Technical Terminology.'
6. Since official work is being done in every sector of modern civilization, the scope of administrative terminology engulfs almost all the branches of human activity beginning from the government departments up to the media and sports. Though the Commission for Scientific and Technical Terminology has listed such departments, we have to look beyond that, because lack of a common administrative terminology in other walks of modern civilized life may also create a lot of confusion.

7. While a single word often carries different meanings in the same language, a single activity or thing is also denoted by many words. This creates a lot of confusion and may be misinterpreted in a sense other than that in which the sentence was created. This becomes all the more risky when the subject is related to science and technology. It is therefore necessary that words and phrases used for official purposes be standardized and approved by a legally authorized agency.
8. For the purpose of bringing uniformity in the administrative terminology and creation of study material for the students, government of India has set up a 'Commission for Scientific and Technical Terminology' under the HRD Ministry, Department of Higher Education to re-examine the terms in use, to create and cause to create and approve a common glossary of administrative terminology in various Indian languages. The commission is of permanent nature and is the supreme authority in this field. The Commission has laid down guidelines for translation of such terminology in indigenous languages.
9. A translator is free to coin his new term according to the principles laid down by the central Commission if he fails to find the synonymic term in the target language in the approved glossaries and other standard dictionaries.
10. Law department, Government of Odisha has published glossaries in two compilations, viz., 'ପ୍ରଶାସନ ଶବ୍ଦକୋଶ' and 'ସରକାରୀ ଭାଷା ସମ୍ବନ୍ଧରେ' corresponding to administrative terminology and noting-drafting respectively. Besides, some private authors have also tried to bring out such compilations.
11. Government of Odisha vide the Orissa Secretariat Instructions (ଢେଡ଼ିଶା ସଚିବାଳୟ ଅନୁଦେଶାବଳୀ) and Orissa Records Manual, 1964 (ଢେଡ଼ିଶା ଅଭିଲେଖ ପ୍ରକରଣ ପୁସ୍ତକ) have laid down certain directives regarding the language of noting and drafting in the Government of Odisha offices. It also gives the standard transcription of the English months, mode of dating a document in Odia etcetera while advising to avoid abbreviations except only the ones that have been widely in use.

12.9 Self-Check Exercises

A. Briefly answer the following questions:

1. What do you mean by an Official Language?
2. Define Administrative Terminology.
3. Does Administrative Terminology engulf activities of all the departments of the government and even the banks, judiciary, sports and media etc.? Justify your answer.
4. Describe in brief the work done hitherto for evolving a common administrative terminology in Odia as the official language.
5. What guideline is given regarding the use of words from foreign languages that are widely used in science and technology or day to day life?

B. Answer the following questions in about 20-25 words.

1. Is the use of English in the Parliament or Legislative Assembly valid? Give reasons.
2. Hindi or Odia digits are not used in Central or Odisha State government offices. What is the legal provision about it?
3. What do you mean by 'standardization of administrative terminology'?
4. How do you endorse a date on an official document correctly in Odia?
5. What should a translator do when he encounters a term whose synonym in the target language is not available in any standard dictionary?
6. Write down the correct form of English months in Odia.
7. What do you know about the use of abbreviations in an official procedure?

C. Translate these Administrative terms into Odia as per the directions given below:

1. 'Administer' in medical science & law
2. 'Transaction' in general administration and banking sector
3. 'sense' in literature, medical science and law
4. 'draw' in literature, sports, and banking
5. 'Underground' in literature and law
6. 'Party' in literature, sports, finance and law
7. 'Act' in literature and Law
8. 'Century' in literature Sports 'Lodge' in literature and law
9. 'Counter' in literature and law

D. Translate the following terms into Odia:

1. Abeyance ସ୍ଥଗିତ
2. Warning ଚେତାବନୀ
3. Appointment ନିଯୁକ୍ତି
4. Approval ଅନୁମୋଦନ
5. Put-up ପେଶ କରିବା
6. Register ପଞ୍ଜିକା, ଅଭିଲେଖ ବହି
7. Supervision ପର୍ଯ୍ୟବେକ୍ଷଣ
8. Inspection ନିରୀକ୍ଷଣ
9. Prospects ପ୍ରତ୍ୟାଶା, ସମ୍ଭାବନା
10. Prospectus ସୂଚନା ପୁସ୍ତିକା

E. Translate the following expressions into Odia:

1. PUC for perusal
2. PUC for kind perusal
3. Notes above for kind perusal
4. Page-N may be perused (N = Note)
5. This is in accordance with Section 12 of the Act
6. Attention is invited to the letter at flag- 'A'
7. In view of the facts stated above
8. Submitted for orders
9. For favour of approval
10. _____(Officer) to note
11. Copy forwarded to _____ for information and necessary action
12. I am desired to inform that

Note: If you read the whole unit at least once, you can easily locate the answers to the above questions. Find out your own answers first from the lesson and then compare them with the model answers given under Section-12.11.

12.10 Practice passages for translation of texts on various subjects

As has been stated earlier, good knowledge of the theory of translation does not give you the expertise of translating various types of texts from one language to another. The texts above have been given to make

you aware of the principles, methods and rules etc pertaining to translation of Administrative terminology.

If we go for a word to word translation we may commit blunders. Go through the sentence in the source language, understand it clearly with its context, guess the contextual technical meaning of the words used therein and then reproduce it in the target language in its normal structure of sentences. Try to find out the laid down synonyms of the administrative terminology from the govt. approved glossaries and standard dictionaries to make your translation acceptable and intelligible. If you deviate from the commonly used terminology as per the context of the subject, people well versed in that field may find it difficult to grasp what you want to say, or may even mistake with a wrong meaning other than that what you had in your mind while presenting the translation.

Remember that Odia and English have different structures of the sentences in respect of the position of the subject, verb, adjective and object etcetera. Since you have to refer to the concerned glossaries and other standard dictionaries every now and then, these reference materials should always be with you before you proceed to translate something. It requires a lot of patience, otherwise you may commit mistakes. Practice will make you remember the administrative terms and expressions that you come across time and again. No need to get by heart them.

A few sample texts are given below which you can try to translate at your own. Besides, if you go on translating such texts from the newspapers everyday, you can become well versed not only in translation of official language, but also in the day to day official work transacted in the government offices.

Pracatice passages for translation into Odia :

1. TELECOM : (ଟେଲିକମ୍)

Example:

While the number of Internet users in India is growing, that of transacting users isn't increasing at the same rate. For e-commerce firms struggling to attract new shoppers, the launch of Reliance Jio Infocomm Ltd's services may be the elusive market expansion push that companies and investors have been seeking since the start of the year.

ଭାରତରେ ଇଣ୍ଟରନେଟ୍ ବ୍ୟବହାରକାରୀଙ୍କ ସଂଖ୍ୟା ବଢ଼ୁଥିବା ବେଳେ ତହିଁରେ ନେଣଦେଣ କାରବାର କରୁଥିବା ଲୋକଙ୍କ ସଂଖ୍ୟା ସେହି ଅନୁପାତରେ ବଢ଼ୁନାହିଁ। ତେବେ ବର୍ଷ ଆରମ୍ଭରୁ ବ୍ୟବସାୟ ସଂପ୍ରସାରଣ ନିମନ୍ତେ ନୂଆ ଗ୍ରାହକଙ୍କୁ ଆକର୍ଷିତ କରିବାକୁ ସଂଘର୍ଷରତ ଇ-କମର୍ସ୍ ପାର୍ଟିଗୁଡ଼ିକ ପାଇଁ ରିଲାଇଂସ୍ ଜିଓ ଇନଫୋକମ୍ ଲିଃ ବଜାରକୁ ଛାଡ଼ିଥିବା ସେବା ଦୁଏତ ଏକ ସୁବର୍ଣ୍ଣ ସୁଯୋଗ ସୃଷ୍ଟି କରିବ।

Mint reported on Wednesday that India's top e-commerce companies are struggling to find the products and services that will expand a nascent market that has worryingly declined since the start of the year. Transacting users, those who buy things online on a fairly regular basis, jumped to 50-60 million at the start of 2016 from 12-15 million shoppers at the end of 2013, according to industry executives. But the number hasn't grown so far this year.

ଗତ ବୁଧବାର ମିନ୍ଟ୍ ଦେଇଥିବା ରିପୋର୍ଟ ଅନୁଯାୟୀ ଭାରତର ଶୀର୍ଷ ଇ-କମର୍ସ୍ କମ୍ପାନୀଗୁଡ଼ିକ ବ୍ୟବସାୟରେ ବର୍ଷ ଆରମ୍ଭରୁ ଚାଲିଥିବା ଶୋଚନୀୟ ମାନ୍ଦା ଅବସ୍ଥାକୁ ଜୀବନାୟ ଦେଇପାରିଲାଭଳି ଉତ୍ପାଦ ଖୋଜିବାରେ ଲାଗିଛନ୍ତି। ଇଣ୍ଟରନେଟ୍ ଉଦ୍ୟୋଗୀମାନଙ୍କ କହିବା ଅନୁଯାୟୀ ଇଣ୍ଟରନେଟ୍ରେ ଅର୍ଥ କାରବାରକରି ନିୟମିତ ଭାବରେ ଅର୍ଦ୍ଧଲାଇନରେ ବିଭିନ୍ନ ଜିନିଷପତ୍ର କ୍ରୟ କରୁଥିବା ଗ୍ରାହକମାନଙ୍କ ସଂଖ୍ୟା ୨୦୧୩ ଶେଷବେଳକୁ ୧.୨-୧.୫ କୋଟି ଥିବାବେଳେ ୨୦୧୬ ଆରମ୍ଭରେ ଏହା ୫-୬ କୋଟିରେ ପହଞ୍ଚିସାରିଥିଲା; କିନ୍ତୁ ଚଳିତ ବର୍ଷ ଏହି ସଂଖ୍ୟା ଏପର୍ଯ୍ୟନ୍ତ ଆଉ ବଢ଼ିନାହିଁ।

Now translate yourselves:

Reliance Industries Ltd (RIL) chairman Mukesh Ambani said on Thursday that Jio, RIL's telecom arm, will launch its long-delayed (ବହୁବିଳମ୍ବିତ) 4G services next week and expects to attract 100 million customers in the "shortest possible time". Its launch will expand the e-commerce market by significantly reducing data charges and improving mobile Internet speeds, said analysts.

୨. Mechanical Engineering: (ପାଠ୍ୟ କଳାକ୍ରମ)

Example:

The principle of Manual Metal Arc Welding (MMAW) commonly called 'Stick Electrode Welding' is, as for all arc welding processes, based on the electric circuit. The electric arc formed between electrode and workpiece has two objectives, to melt the edges of the joint forming a melt pool on the workpiece, and to melt the tip of the coated electrode. The electrode is consumed and acts as a filler material mixing with the melted base material to fill up the joint.

ସାଧାରଣତଃ 'ଝିକ ଇଲେକ୍ଟ୍ରୋଡ୍ ୱେଲିଂ' ଭାବରେ ପରିଚିତ ହସ୍ତଚାଳିତ ଧାତବ ଆର୍କ୍ ୱେଲିଂ (ଝିକେଇ) ର ମୂଳତତ୍ତ୍ୱ ଅନ୍ୟାନ୍ୟ ସବୁ ପ୍ରକାର ଝିକେଇ ଭଳି ବୈଦ୍ୟୁତିକ ପରିପଥ ଉପରେ ପର୍ଯ୍ୟବସିତ । ଇଲେକ୍ଟ୍ରୋଡ୍ ଓ ଝିକେଇ କରା ଯାଉଥିବା ଧାତୁ ମଧ୍ୟରେ ସୃଷ୍ଟି ହେଉଥିବା ବୈଦ୍ୟୁତିକ ଆର୍କ୍ ଦ୍ୱାରା ଦୁଇଟି କାର୍ଯ୍ୟ ସାଧିତ ହୁଏ । ଏହା ଧାତୁର ଝିକେଇ ହେଉଥିବା ଧାତୁକୁ ତରଳାଇ ଏକ ତରଳ କ୍ଷେତ୍ର ପ୍ରସ୍ତୁତ କରେ ଏବଂ ପ୍ରଲେପିତ ଇଲେକ୍ଟ୍ରୋଡ୍‌ର ଅଗ୍ରଭାଗକୁ ମଧ୍ୟ ତରଳାଇ ଦିଏ । ଏହାଦ୍ୱାରା ଇଲେକ୍ଟ୍ରୋଡ୍‌ର କିଛି ଅଂଶ ବ୍ୟବହୃତ ହୋଇ ପୂର୍ବ ପ୍ରସ୍ତୁତ ତରଳ ଧାତବ ହ୍ରଦ ସହିତ ମିଶି 'ଫିଲର' ପଦାର୍ଥ ଭାବରେ ତାହାକୁ ଯୋଡ଼ିବାରେ ସାହାଯ୍ୟ କରେ ।

Now translate yourselves:

Initially manual metal arc welding was done with bare (କୌଣସି ପ୍ରଲେପ ନଥିବା / ଅନାବୃତ) metal electrodes without any coating, a process that was first introduced (ଆରମ୍ଭ) in 1888 in Russia. The first coated (ପ୍ରଲେପିତ) electrode was patented (ପେଟେଣ୍ଟ) by the Swedish engineer Oskar Kjellsberg in 1905, but it took some years of refining coatings (ପ୍ରଲେପର ଉନ୍ନତିକରଣ) and testing the reliability of welded joints (ଜଞ୍ଚନ) before the process (ବିଧି) was accepted (ଆଦୃତ) in the fabrication of steel constructions (ଝିଲ ଫ୍ୟାକ୍ଟିକେସନ). In 1938, however (ତେବେ), the world's first wholly welded oceangoing (ସାମୁଦ୍ରିକ) ship was launched (ଲୋକାର୍ପିତ ହେବା) in Malmo, thereby introducing (ଚାଲୁକରିବା, ଆଦୃତି ଲାଭକରିବା, ଆଦୃତ ହେବା) MMA welding as a production process for the maritime market (ମ୍ୟାରିଟାଇମ୍ ମାର୍କେଟ୍).

3. Legal Matters:

Example:

Subject to the provisions of Article 346 and 347, the legislature of a state may adopt any one or more of the languages in use in the State or Hindi to be used for all or any of the official purposes of that State:

ଧାରା ୩୪୬ ଓ ୩୪୭ ର ବ୍ୟବସ୍ଥା ଅନୁଯାୟୀ କୌଣସି ରାଜ୍ୟର ବିଧାନସଭା ରାଜ୍ୟରେ ପ୍ରଚଳିତ ଗୋଟିଏ ବା ତତୋଧିକ ଭାଷା କିମ୍ବା ହିନ୍ଦୀକୁ ରାଜ୍ୟର ସମସ୍ତ ବା କୌଣସି ବିଶେଷ କାର୍ଯ୍ୟ ପାଇଁ ରାଜଭାଷା ଭାବେ ଘୋଷଣା କରିପାରିବ ।

Provided that until the Legislature of a State otherwise provided by law, the English language shall continue to be used for those official purposes within the State for which it was being used immediately before the commencement of this Constitution. (Art. 345 of the Constitution)

ତେବେ କୌଣସି ରାଜ୍ୟ ବିଧି ଦ୍ୱାରା ଅନ୍ୟ ବ୍ୟବସ୍ଥା ନକରିବା ପର୍ଯ୍ୟନ୍ତ ସମ୍ବିଧାନ ଲାଗୁ ହେବା ପୂର୍ବରୁ ଇଂରାଜୀ ଭାଷା ଯେଉଁସବୁ କାର୍ଯ୍ୟ ନିମନ୍ତେ ବ୍ୟବହୃତ ହେଉଥିଲା, ସେହିସବୁ କାର୍ଯ୍ୟ ପାଇଁ ଅନୁରୂପ ଭାବରେ ବ୍ୟବହୃତ ହେବ । (ସମ୍ବିଧାନର ଧାରା ୩୪୫)

Official Language or communication between one state and another or between a State and the Union:

The language for the time being authorized for use in the Union for official purposes shall be the official language for communication between one State and another State and between a State and the Union;

ରାଜ୍ୟଗୁଡ଼ିକର ପରସ୍ପର ବା କେନ୍ଦ୍ରସରକାରଙ୍କ ସହିତ ଯୋଗାଯୋଗ-

ବର୍ତ୍ତମାନ ପାଇଁ ରାଜ୍ୟଗୁଡ଼ିକର ପରସ୍ପର ବା କେନ୍ଦ୍ରସରକାରଙ୍କ ସହିତ ଯୋଗାଯୋଗ କ୍ଷେତ୍ରରେ କେନ୍ଦ୍ରୀୟ ସ୍ତରରେ ସରକାରୀ କାର୍ଯ୍ୟକଳାପ ନିମନ୍ତେ ବିନିର୍ଦ୍ଦିଷ୍ଟ ଭାଷା ରାଜଭାଷା ଭାବରେ ବ୍ୟବହୃତ ହେବ ।

Now translate yourselves:

Legal (ବିଧିକ ସ୍ଥିତି) status (ବିଧିକ ସ୍ଥିତି) of Odia as the official language of the State of Odisha and provisions therein:

- (1) The Orissa Official Language Act (ଅଧିନିୟମ), 1954 was enacted by the Orissa State Legislative Assembly.
- (2) Orissa Act No.18 of 1963 provides that English may continue to be used, in addition to Oriya in the State Legislature.
- (3) Act No. 12 of 1985 provides that although Odia shall be used as the language for official purposes the Odia numbers shall not be used and the international form of Indian numerals shall be used.
- (4) By means of a notification (ଅଧିସୂଚନା) of the General Administration (ସାଧାରଣ ପ୍ରଶାସନ) dated 29 March, 1985 work started to be done in Odia in the State Secretariat from April 1985.
- (5) However, Office of the Registrar (ନିବନ୍ଧକ, ଜୁଲିଆସିବ, ରେଜିଷ୍ଟ୍ରାର), Odisha High Court, Offices of the Justices (ବିଚାରପତି) and their sub-ordinate (ଅଧିସୂଚନା) 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 (କାର୍ଯ୍ୟବିଧି) of any court (ନ୍ୟାୟାଳୟ) or Tribunal (ନ୍ୟାୟାଧିକାରଣ);
 - (c) Judicial (ନ୍ୟାୟିକ) and Quasi-Judicial (ନ୍ୟାୟିକ କଳ୍ପ, ବିଧିସଦ୍ୱୟ) work procedures and all matters related to or arising out of it;
 - (d) All works related to technical (ବୈଷୟିକ, ପ୍ରଯୁକ୍ତିବିଦ୍ୟା ସମ୍ପର୍କୀୟ) 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 (ଯାତାୟତ ପ୍ରତୀକ ଚିହ୍ନ);
 - (h) All other matters that need English to be used as per law.
- (6) Government of Odisha approved the 'The Odisha Official Language Rule 2016' on 12th August 2016. After gazette notification (ଗେଜେଟ ଅଧିସୂଚନା), the Odisha Official Language Act 1954 formally (ଐତିହାସିକ ଭାବରେ, ଯଥାରୀତି) came into force (ପ୍ରଭାବୀ) on Tuesday, the 16th August 2016. Accordingly, Odia has to be used for all gazette notifications, bills (ବିଲ୍), amendments (ସଂଶୋଧନ), acts (ଅଧିନିୟମ), ordinances (ଅଧିଧିକାରଣ), orders, rules and regulations (ଆଇନକାହୁନ) issued by the State Government.

Administrative matters:

4. Inter-Office Note: (ଆନ୍ତଃ କାର୍ଯ୍ୟାଳୟ ଚିଠିପତ୍ର)

This is to bring to the notice of all concerned that while tenders (ନିବିଦା, ଟେଣ୍ଡର) are floated (କାରିକରିବା, ପ୍ରସାରଣ କରାଯାଏ), the Bill (ବିଲ୍, ହିସାବପଞ୍ଜ) of quantities should be got checked up by the Chief Executive Officer so that defects/omissions/errors (ତ୍ରୁଟି ବିହୀନ, ଭୁଲଭଙ୍ଗ) in specifications (ବିନିର୍ଦ୍ଦିଷ୍ଟ ବିବରଣୀ) and the items (ବସ୍ତୁ, ପ୍ରକାର) of works, are timely obviated (ଦୂରକରିବା). If this rule is not adhered to carefully, it may invite complications at the stage of checking up the tender schedules (ଅନୁସୂଚୀ) and

processing (ପ୍ରକ୍ରିୟା, ଅଗ୍ରଗତି, ଫାଟ କରିବା) 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 (ଅନୁପାଳନ) 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 (ଶୁଦ୍ଧିପତ୍ର) due to shortage of time for approval of the tender schedules should be avoided.

5. Special Casual leave (ଆକସ୍ମିକ ଅବକାଶ) for participation by Government officials in sport events and tournaments of National or International importance

In view of the important part played by sports in the national life of the country and in order to enable the Government servants who have acquired proficiency (ପାରଦର୍ଶିତା) in sports so as to be invited to participate in events of national/international importance may not be placed at a disadvantage by such participation, the Government of India have decided to grant special casual leave for a period not exceeding 30 days in any one calendar year. The period of absence in excess of 30 days should be treated as ordinary casual leave or regular leave of the kind due (ବକେୟା ପ୍ରକାର)/ admissible (ଗ୍ରାହ୍ୟ) under the relevant rules applicable to such officials.

Special Casual leave may be combined (ଫସ୍ତୁକ୍ତ) with ordinary casual leave or with regular leave as the Government official may desire, but combination of both casual leave and regular leave with Special casual leave is not allowed at one time.

6. Memorandum (ସ୍ମାରକ)/ Offer (ପ୍ରସ୍ତାବ) of Appointment

No. _____

Indian Oil Corporation (ନିଗମ)
Tinsukia, Assam

Dated, the ____ Sept. 2016

Memorandum

Subject- Offer of Appointment

With reference to the test/ interview held on _____ the Corporation is pleased to offer you the post of _____ in the scale of pay Rs. _____ on following terms and conditions (ସର୍ତ୍ତ):

- 1) Your appointment and continuance in service shall be subject to your being found medically fit by a Government Medical Officer not below the status (ସ୍ତର) of Civil Surgeon (ପିଡିଲ ସର୍ଜନ) and also subject to your character and antecedents (ପୂର୍ବଚରିତ) being found satisfactory on verification. Medical Certificate in the attached proforma (ପ୍ରାରୂପ) is required to be furnished before reporting (ଯୋଗଦାନ) for duty.
- 2) Your starting pay will be Rs. _____ per month in the above referred scale of pay. In addition you will receive Dearness Allowance (ମହଙ୍ଗା ଭଡ଼ା) and other allowances, if any, according to the rules of the Corporation in force (ପ୍ରଚଳିତ, ବଳବତ୍ତର), as amended (ଫରୋଧିତ) from time to time.
- 3) Annual increment (ବେତନବୃଦ୍ଧି) would be subject to the rules of the Corporation in this behalf and would be granted (ମଞ୍ଜୁରକରିବା) on a specific recommendation (ସୁପାରିସ) of the Departmental Head for good work and conduct of individual during the period concerned.
- 4) Your services will be liable to be transferred to any place in India in the services of the Corporation at the discretion (ବିବେକ, ଆବଶ୍ୟକତା, ବିଚାର, ନିଷ୍ପତ୍ତି) of the management.

5) The Management reserves the right to terminate (ନାକଚକରିବା, ଶେଷକରିବା) your appointment at its absolute (ସମ୍ପୂର୍ଣ୍ଣ, ନିଜସ୍ୱ) discretion after giving you one month's notice or on payment of one month's wages in lieu of (ପ୍ରତିବଦଳରେ) notice without assigning (ଦର୍ଶାଇବା) any reason.

6) If willing to accept the offer, you should report for duty to the undersigned not later than_____.

ABC

Chief Executive Officer (Adm.)

To
Shri_____

7. Un-Official Note (ଅନୌପଚାରିକ ଚିଠିପତ୍ର)

Government of India
Department/Ministry of_____

Subject- Interest on HBA on dismissal (ବରଖାସ୍ତ) from service

The present rules regulating (ସମ୍ବନ୍ଧରେ) HBA (ଗୃହ ନିର୍ବାଣ ଅଗ୍ରାମ) provide inter alia (ଅନ୍ୟାନ୍ୟ ବିଷୟ ମଧ୍ୟରେ)

that there will be no interest on outstanding dues (ବକେୟା ଦେୟ) of HBA after retirement of an employee.

1. A question has now arisen whether this rule applies to an employee who has been dismissed from service due to reasons whatsoever.
2. This clarification is urgently necessary to settle a long standing dispute on realization of outstanding HBA dues in respect of an employee who was dismissed from regular service of this Department and has submitted query (ଜିଜ୍ଞାସା) under the RTI Act (ସୂଚନା ଅଧିକାର ଆଇନ).
3. This Department will be grateful if Department of Finance kindly offer their advice on the issue raised in para-2 above.

XYZ
Deputy Secretary
Tel. No. _____

Department of Finance

Deptt. Of _____ U.O. No. _____ dated _____

8. Notification (ଅଧୂସୂଚନା)

(To be published in the Odisha Gazette, Part I, Section-2) (ଭାଗ, ଅନୁକ୍ଳେପ)

Government of Odisha
Department of _____

Bhubaneswar, the _____ 20_____

NOTIFICATION

No_____ Shri XYZ, Under Secretary (ଅଧୁସୂଚକ) in the Department of _____ is appointed to officiate as Deputy Secretary (ଉପସୂଚକ) in that Department vice Shri _____ transferred to the Department of _____

Sd/-
ABC

Joint Secretary (ସ୍ୱରୂପକ) to the Govt. of Odisha

The Manager,

Odisha Government Press, Cuttack.

9. Demi-official letter (ଅର୍ଦ୍ଧସରକାରୀ ପତ୍ର)

ABC
Director (Adm.)

of _____ (ମହାଳୟ)

D.O. No. _____
Government of Odisha
Ministry

Bhubaneswar, the _____

Dear Shri/ My dear,

Please refer (ଅବଲୋକନ କରନ୍ତୁ) to your D.O. letter No. _____ dated ____ regarding _____.

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

With regards,

Yours sincerely
ABC

Shri _____

eo. Letter and Endorsement (ପୁଷ୍ଟାଙ୍କନ ପତ୍ର)

No. _____

Government of Odisha
Directorate of Higher Education
Heads Departments
Bhubaneswar- 751001

Dated _____

To

The Chief Medical Officer,
Capital Hospital,
Bhubaneswar.

Subject- Medical examination of Shri _____

Sir,

Shri ABC is being considered for appointment as an Upper Division Clerk (ବରିଷ୍ଠ କିରାଣୀ) in this office. It is requested that he may be medically examined and a certificate of fitness (ସାମ୍ମ୍ୟ ପ୍ରମାଣପତ୍ର) be sent to this office.

Shri ABC has been directed to report (ଉପସ୍ଥିତ ହେବା) to you at 10.30 AM on September 5, 2016 for medical examination.

Necessary copies (ଫାୟଲ) of the blank forms of declaration (ଘୋଷଣାପାତ୍ର) and medical certificate are enclosed. Kindly obtain Shri ABC's signature in your presence.

Yours faithfully

Sd/- EFG
Asst. Director (Adm.)

Copy (ପ୍ରତିଲିପି) forwarded to Shri ABC. He should report to the CMO, Capital Hospital, Bhubaneswar at 10.30 AM on September 5, 2016 for his medical examination.

Sd/- EFG
Asst. Director (Adm.)

11. Word Magic-1

- The teacher asked, “What do you mean by the term (ପଦ, ଶବ୍ଦ) ‘ultras’?”
- ‘Habeas Corpus’ is a legal term (ବିଧିକ/ନ୍ୟାୟିକ ଶବ୍ଦ).
- The press termed (ଅଭିହିତ କଲି, ଆଖ୍ୟା ଦେଲା) Modi’s New York visit a triumph (ବିଜୟ).
- Today is the first day of the second term (ସରୁ, କାର୍ଯ୍ୟକାଳ) of the year.
- A mid-term (ମଧ୍ୟାବଧି) by-election (ଉପନିର୍ବାଚନ) is inevitable.
- The policy is near the end of its term (ଅବଧି).
- Always think over for long term (ଦୀର୍ଘମିଆଦୀ) plans and avoid such short-term (ସ୍ୱଳ୍ପକାଳୀନ) solutions.
- We will not accept these terms (ସର୍ତ୍ତ). The other party will never agree with this on any terms (କୌଣସି ପ୍ରକାରେ) whatsoever.
- The question of financing the enterprise was not within our terms (ବିଚାର ଆଲୋଚନା, ନିଷ୍ପତ୍ତି) of reference.
- Try to be on friendly terms (ସମ୍ପର୍କ) with everyone.
- The third party is trying to compete with us on unfair terms (ଅସାଧୁ ଉପାୟ).
- The officer has taken the stand that women should be conscripted (ବାଧ୍ୟତାମୂଳକ ଭାବେ ସୈନ୍ୟ ଶ୍ରେଣୀଭୁକ୍ତ କରିବା) on the same terms (ଅନୁରୂପ ଭାବରେ) as men.
- They are not on speaking terms (ସମ୍ପର୍କ).

BANKING & COMMERCE :

12. Loan Facilities for Short Term (ସ୍ୱଳ୍ପମିଆଦି) Agricultural Operations (କୃଷିକାର୍ଯ୍ୟ)

Kisan Credit Card Scheme (ବ୍ୟବସ୍ଥା, ଯୋଜନା)

- Crop loans are generally disbursed (ପ୍ରଦାନ କରିବା) by the banks through the mode (ଭାବରେ, ମାଧ୍ୟମରେ) of Kisan Credit Card (KCC). The Kisan Credit Card Scheme is in operation (ପ୍ରଚଳନ କରାଯାଇଛି) throughout the country and is implemented (କାର୍ଯ୍ୟକାରୀ ହେଉଛି) by Commercial (ବ୍ୟାବସାୟିକ) Banks, Cooperative (ସମବାୟ) Banks and RRBs. All farmers including small farmers (ସ୍ୱଳ୍ପରାଶୀ), marginal farmers (ନୀମ୍ନମାତ୍ର ରାଶୀ), share croppers (ଭାଗରାଶୀ), oral lessees (ମୌଖିକ ପକ୍ଷାଧାରୀ) and tenant farmers (ଦିନମଜୁରିଆ ରାଶୀ) are eligible for issuance of KCC. KCC holders are also covered (ଅନ୍ତର୍ଭୁକ୍ତ) under Personal Accident Insurance Scheme (PAIS) against accidental death/permanent disability (ଅକ୍ଷମତା, ବିକଳମଗତା).

12.11 Model Answers to Self-Check Exercises

- The language used for official transactions of the government in its various departments and their subordinate offices with the legal sanction under the Constitution of India is known as the Official Language.

2. Such words and phrases that are used in specific sense or acquired meaning in a particular field of science, knowledge, administration or any other human activity, taken together is called 'Administrative Terminology.'

3. Yes, Administrative Terminology engulfs activities of all the departments of the government and even the banks, judiciary, sports and media etcetera. According to the Commission for Scientific and Technical Terminology set up by the Government of India, it comprises of all fields viz., Administration and Management, Statistics, Commerce, Banking and Revenue, Law, Vigilance; Science and Humanities, Politics and Parliamentary bodies, Publication, Health and Life-sciences, Railways, Posts and Telegraphs, Departmental Terminologies, Civil, Electrical and Mechanical Engineering.

4. Law department, Government of Odisha has published some glossaries of administrative and technical terminology, sample usable common noting, drafts of letters, note-sheets, office orders etcetera in Odia in two compilations, viz., 'ପ୍ରଶାସନ ଶବ୍ଦକୋଶ' and 'ସରକାରୀ ଭାଷା ସହଚର' corresponding to administrative terminology and noting-drafting respectively. Besides, some private authors and publishers have also tried to bring out such compilations.

5. According to the guidelines set by the Commission for Scientific and Technical Terminology International terms should be adopted in their current English forms as far as possible and transliterated in Hindi and other Indian languages according to their genius. These include names of elements and compounds, unit of weights, measures and physical quantities, terms based on proper names like Marxism (Karl Marx), Braille (Braille), boycott (Capt. Boycott), ampere (Mr. Ampere), Fahrenheit scale (Mr. Fahrenheit) etcetera. It also includes binomial nomenclature in such sciences as Botany, Zoology, Geology etc., constants like ' π ' etcetera, words like radio, petrol, radar, electron, proton, neutron etcetera, which have gained practically world-wide usage. However, we can modify them according to the sense and structure of our own official language, e.g., ଗ୍ୟାରେଣ୍ଟି from 'guarantee', କୋଡକାର from 'code' etcetera, keeping in view our requirement, simplicity, utility and precision.

B. 1. Use of English in the Parliament or Legislative Assembly is valid. As per the Official Languages Rules, 1976 both Hindi and English are used for administrative and other reports and official papers laid in the Parliament. The Official Language Act 1963 permits the continued use of English for specified purposes of Government work subject to certain conditions. English language continues to be used in addition to Odia in the State Legislature vide Orissa Act No.18 of 1963.

2. Orissa Act No. 12 of 1985 under the Orissa Official Language Act, 1954 provides that according to the provisions of Articles 346 and 347 of the Constitution Odia shall be the language to be used for all or any of the official purpose of the State of Orissa, provided that where Odia shall be used as the language for official purposes, the Odia numbers shall not be used and international form of Indian numerals shall be used.

3. A single word often carries different meanings in the same language. Similarly, a single activity or thing in any given language is denoted by many words. This creates a lot of confusion and may be misinterpreted in a sense other than that in which the sentence was created. This becomes all the more risky when the subject is related to science and technology. It is therefore necessary that the words and phrases used for official purposes be standardized and approved by a legally authorized agency.

4. While disposing a government correspondence in Odia, the date will be written in a specific manner. In the process first write ଚା. Then the name of the month, then give a comma, and after that write the number pertaining to the year; e.g., ଚା.୧୫ ଅପ୍ରେଲ, 1984. It will do if we don't write 'ଖ୍ରୀ' for the Christian Era, but if any other Era is being used, then the name of that Era has to be mentioned after giving its number; e.g., ଚା.୧୭ ପାଲ୍‌ଗୁର, 1906 ଶକାବ୍ଦ। Moreover, while writing the date, we may not write the name of the month, and instead mention its number; e.g., ଚା.୧୫-୪-1984.

5. When a translator encounters a term whose synonym in the target language is not available in any standard dictionary, he should coin his own word keeping in view the guidelines laid down by the Commission for Scientific and Technological Terminology, Ministry of HRD, Deptt of Higher Education.

6. According to the Orissa Secretariat Instructions (ଓଡ଼ିଶା ସଚିବାଳୟ ଅନୁଦେଶାବଳୀ) and Orissa Records Manual, 1964 (ଓଡ଼ିଶା ଅଭିଲେଖ ପ୍ରକରଣ ପୁସ୍ତକ) the names of the English months should be written as କାନୁଆରି, ଫେବୃଆରି, ମାର୍ଚ୍ଚ, ଅପ୍ରେଲ, ମଇ, ଜୁନ, ଜୁଲାଇ, ଅଗଷ୍ଟ, ସେପ୍ଟେମ୍ବର, ଅକ୍ଟୋବର, ନଭେମ୍ବର, ଡିସେମ୍ବର ।

7. Though abbreviations are in use in government procedures, it has always been advised not to do so. Still some such widely used abbreviations are in use while working in English. We should use the complete phrase in Odia in place of such abbreviations. For example: PUC= ବିଚାର୍ଯ୍ୟ ପତ୍ର, ଉତ୍ତର= ଅନୁମୋଦନ ନିମନ୍ତେ ଚିଠା, ଭୟସ= ଭୟସ ଦିନ ସମେତ. A few abbreviations in Odia too are in use; viz., ଚା. = ଚାରିଶ (ଶହରୁ) ଟ. = ଟଙ୍କା (Rupees) ସଂ. = ସଂଖ୍ୟା (Number) etc. It is however advisable not to use abbreviations in official work procedures.

C. 1. ଶିକ୍ଷ୍ୟ ବା କାଳେକ୍ତୁର ଦେବା, ଲାଗୁ କରିବା ।

2. କାର୍ଯ୍ୟାଳୟରେ ହେଉଥିବା କାମ official work, ଅର୍ଥ ନେଣ-ଦେଣ remit, withdraw or transfer money.
3. ମାନେ ବା ବିଶେଷ ଅର୍ଥ technical meaning, ଚେତା ବା ଚେତନା consciousness, ବାରିବା ବା ଅନୁମାନ କରିବା guess or imagine.
4. ଚାଣିବା, ଖେଳରେ ଭୟସ ପକ୍ଷ ସମାପ୍ତ ସ୍ତରରେ ରହିବା, ଶାତାରୁ ଟଙ୍କା ଉଠାଇବା
5. ମାଟିତଳେ, ଆସନୋପନ
6. ଭୋଜିଭାତ, ଦଳ, ବ୍ୟବସାୟ ସଂସ୍ଥା, ପକ୍ଷ
7. ନାଟକର ଅଙ୍ଗ, କାମ କରିବା, ଅଭିନୟ କରିବା, ଆଇନ
8. ଶତାକ୍ଷୀ, ଶତକ ବା ଶହେ ପଂଚ
9. ବାସକରିବା, ଅଭିଯୋଗ ଦାଖଲ କରିବା
10. ଝରକା, ବିରୋଧ କରିବା, ବା ପାଲଟା ଅଭିଯୋଗ କରିବା

D. 1. Abeyance ସ୍ଥଗିତ

2. Warning ଚେତାବନୀ
3. Appointment ନିଯୁକ୍ତି
4. Approval ଅନୁମୋଦନ
5. Put-up ପେଶ କରିବା
6. Register ପଞ୍ଜିକା, ଅଭିଲେଖ ବହି
7. Supervision ପର୍ଯ୍ୟବେକ୍ଷଣ
8. Inspection ନିରୀକ୍ଷଣ
9. Prospects ପ୍ରତ୍ୟାଶା, ସମ୍ଭାବନା
10. Prospectus ସୂଚନା ପୁସ୍ତିକା

E. Find out the answers from Section-12.7