



सत्यमेव जयते

USER MANUAL

WEB ENABLED INFORMATION MANAGEMENT SYSTEM

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1 INTRODUCTION OF THE SYSTEM

The Department of Official Language M/o Home Affairs is a nodal Department for ensuring implementation of Constitutional and legal provisions relating to the Official Language of the Union. For this purpose the Department undertakes and co-ordinates the activities relating to the promotion of the Official Language Hindi in the Central Government Offices. The periodic reports are received and monitored from the Ministries/Departments, and approximately 10,000 Central Government Offices (including PSUs and Banks).

Till now the QPRs from Government Offices are submitted in hardcopy to DOL/RIO. Considering the large number of reports it was felt that manual system of sending QPR is not only expensive but inefficient also. To receive the reports quickly, accurately and monitor the progress of Hindi effectively and to automate and simplify the existing system, the Department of Official Language has developed a system for online submission of QPRs and Annual Assessment Reports. A lot of paper cost, postage expenses and time will be saved by using this system.

2. HOW TO ACCESS APPLICATION AND REGISTER AS NEW USER

STEP 1: Start the web browser and open the Rajbhasha website www.rajbhasha.nic.in or www.rajbhasha.gov.in

STEP 2: Click on the "Information Management System" link on the Home page.

STEP 3: Login Page of the application will open as shown below:



STEP 4: Click on the link **New User** on the Login Page.

STEP 5: Two types of users are to be created for each office.

1. Hindi Officer/Rajbhasha Adhikari (HO)
2. Head Of Department (HOD)

NOTE: Only one Hindi Officer (HO) and one Head Of Department (HOD) can be registered for an Office. Registration of HO should be done prior to registration of HOD as registration of HO will provide an Office Code to the user which can be used to create HOD.

STEP 6: For registration of Hindi Officer, select Hindi Officer.

STEP 7: Select the User Type from the following four options:

- Ministry /Department.
- Attached /Subordinate Office.
- PSU
- Bank

STEP 8: Fill the profile details and click Submit. User will receive email containing Office Code and Login details.

STEP 9: For Registration of Head of Department (HOD). Select HOD, enter Office Code which was provided at the time of registration of Hindi Officer. HOD will fill the profile details and Click Submit. HOD will receive an email containing login details.

3. HOW TO RETRIEVE THE PASSWORD

This feature can be used to retrieve password if any user forgets the Password for login. This feature is available for all the levels of users.

STEP 1: Click on the **Forgot Password** link available on the Login Page.

STEP 2: Enter the User Email Id and click **Submit**. A mail containing the password is sent on E-mail id of the user.

4. UPDATE USER PROFILE

Update profile is a feature through which user can update his details of the profile. This feature is available for all the levels of users.

5. HOW TO FILL QUARTERLY PROGRESS REPORT

STEP 1: To fill QPR Part-I, Login the application with username and password. Home Page appears as shown below:



STEP 2: Click on QPR which is given in the second link in the main menu.

STEP 3: Fill QPR Part-I details. First time, QPR Part-I shows list of all four quarters and list of four financial years (current and last three). Hindi Officer can create QPR Part-I of a quarter and a financial year.

NOTE: The next time when user will create QPR Part-I (next quarter and financial year shall be auto selected and so on in sequential order.

STEP 4: Click on **Draft** to save QPR in Draft mode for further addition and submission to HOD.

STEP 5: Click on **Submit to HOD** to directly submit QPR to HOD for Authentication.

6. HOW TO AUTHENTICATE QPR AND SUBMIT TO DOL

STEP 1 HOD login with the username and password.

STEP 2: After checking the data filled in the QPR HOD will Authenticate QPR Part-I/II and send to DOL/RIO or return back to Hindi Officer if any discrepancy is found.

STEP 3: HO will make the necessary changes and resubmit to HOD for onward submission to DOL/RIO.

8. HOW TO FILL ANNUAL ASSESSMENT REPORT

STEP 1: To fill AAR, Hindi Officer will login with username and password.

STEP 2: Click on Fill AAR link which is the third link in the main menu as shown below.



STEP 3: Fill the details and Submit **to HOD** for Authentication and further submission to DOL.

HOD will authenticate AAR and send it to DOL or give suggestion for correction and send back to HO.