



Shri C V Ramana Babu Takes Charge of Director (Marketing) of ITI Limited



Dr. Neeraj Mittal, IAS, Chairman Digital Communications Commission & Secretary Telecom Inaugurates 4G Manufacturing Hangar



Study Visit of the Standing Committee on Communications and Information Technology (2023-24) to Bengaluru on January 8, 2024

## INSIDE THE ISSUE

Pg2

Dr. Neeraj Mittal, IAS, Chairman DCC & Secretary (T) Visits ITI Limited

Pg5

Study Visit of the Standing Committee on Communications and Information Technology (2023-24) to Bengaluru

Pg4

Shri C V Ramana Babu Takes Charge of Director (Marketing) of ITI Limited

Pg8

Ambassador of Peru, Delegates of Botswana and BharOS Team Visit ITI Limited

## Dr. Neeraj Mittal, IAS, Chairman DCC & Secretary (T) Visits ITI Limited



Dr. Neeraj Mittal, IAS, Chairman DCC & Secretary (T) along with Shri Ravi A Robert Jerard, DDG (S.R.I.), Shri S S Galgal, DDG (Technology), Karnataka LSA from DoT, Ministry of Communications, GoI and Dr. Rajkumar Upadhyay, CEO, C-DoT visited ITI Limited on March 8, 2024. Dr. Neeraj Mittal and the officials were welcomed by Shri Rajesh Rai, CMD, ITI Limited, Functional Directors and Senior Officers.

During the visit, 4G Manufacturing Hangar was inaugurated by Dr. Neeraj Mittal in the presence of Shri Rajesh Rai, CMD, ITI Limited, Shri Rajeev Srivastava, Director (Finance), Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Shri C V Ramana Babu, Director (Marketing), Smt R Vasanthi, GM-B, Unit Head, ITI Bangalore Plant and Senior Officers at ITI Bangalore Plant.



The officials, Dr. Neeraj Mittal, Dr. Rajkumar Upadhyay, Shri Ravi A Robert Jerard and Shri S S Galgal were taken around the facilities of the plant at SMT Line, Fabrication and Moulding, Powder Coating, EMC Lab, R&D, Data Centre and Startup Hub.



As part of the celebration of International Women’s Day, the women employees of the organization were addressed by Dr. Neeraj Mittal, IAS, Chairman DCC & Secretary (T) and Shri Rajesh Rai, CMD, ITI Limited at ITI Bangalore Plant on March 8, 2024.



Dr. Neeraj Mittal, Dr. Rajkumar Upadhyay, Shri Ravi A Robert Jerard and Shri S S Galgal also visited ITI Corporate Office. Dr. Neeraj Mittal held discussions with Management Officers of the Company.



Shri Rajesh Rai, CMD, ITI Limited gave an overview of the Company. A presentation was also made on the performance of the Company during their visit.



### **Shri C V Ramana Babu Takes Charge of Director (Marketing) of ITI Limited**



Shri C V Ramana Babu has taken over charge of Director (Marketing) of ITI Limited with effect from January 25, 2024. Shri C V Ramana Babu belongs to Indian Telecom Services (ITS) 1990 Batch. He holds a Bachelor degree in Electronics & Communications from Andhra University and Diploma in Public Policy and Sustainable Development from The Energy and Resource Institute (TERI), New Delhi. A highly motivated and result oriented person having more than 30 years of rich experience in Project planning,

execution, installation and commissioning and operations of various telecom networks.

Shri Ramana Babu initially worked in Software Centre of Department of Telecommunications (DoT) dealing with large capacity Digital Switching Equipment. He has overseen smooth Y2K transition by developing software patches related to switching and billing. He has extensive knowledge of Mobile networks and installed CDMA and WiMAX networks. He has successfully led the prestigious CSC projects. He was responsible for dealing with spectrum issues in BSNL and taken lead in designing of 4G network in BSNL and successfully soft launched 4G services in 2016 in Chandigarh. At previous position as Chief General Manager, Bharat Broadband Networks Limited (BBNL) coordinated with various agencies for completion of BharatNet Project Phase-I which entailed connection of 120000 Gram Panchayats with OFC.

He has a vast experience in procurement and handled procurement activities of the erstwhile Department of Telecommunications (DoT). He was also instrumental in the preparation of BSNL procurement manual, which is used as reference by Telecom PSUs and Private Telcos. His interests are IoT, Mobile networks, circular economy and renewable energy.

## Study Visit of the Standing Committee on Communications and Information Technology (2023-24) to Andaman & Nicobar Islands, Bengaluru and Goa from January 5 to January 9, 2024

A study visit of the Standing Committee on Communications and Information Technology (2023-24) to Andaman & Nicobar Islands, Bengaluru and Goa was organized from January 5 to January 9, 2024.

As part of the study visit, the Standing Committee Members of Parliament under the Chairmanship of Shri Prataprao Jadhav visited Bengaluru on January 8, 2024. During their visit they held discussions on the subject 'Inter sectoral review of challenges of emerging technologies, entities and practices' with Shri Dindayal Tosniwal, DDG (NT) from Department of Telecommunications, Ministry of Communications, GoI and Shri Rajesh Rai, CMD, ITI Limited, Shri Rajeev Srivastava, Director (Finance), Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Senior Officers and Dr. Rajkumar Upadhyay, CEO, C-DoT at Taj Bangalore, Devanahalli, Bengaluru.



## **ITI Limited to Spearhead Digital India's Security with Indigenous Operating System - BharOS**

ITI Limited, country's first PSU post-independence and premier telecom manufacturing company has signed a Memorandum of Understanding (MoU) with JandK Operations Private Limited for manufacturing and providing of BharOS-enabled digital devices on February 15, 2024. This collaboration aims to manufacture and provide BharOS-enabled digital devices, including mobiles, routers, tablets and more, to enhance the digital security infrastructure of Digital India. BharOS, acclaimed for its reliability and security, offers users a trustworthy environment, ensuring the integrity of their digital interactions. With this partnership, ITI Limited reaffirms its commitment to advancing India's digital landscape while prioritizing data security and user privacy.



Commenting on the partnership, Shri Rajesh Rai, Chairman and Managing Director, ITI Limited, said, "Our collaboration with BharOS marks a significant milestone in our mission to bolster Digital India's security infrastructure. By integrating BharOS's advanced security features into a diverse range of digital devices, including mobiles, routers, tablets and more, we aim to provide cutting edge technology solutions that prioritize user privacy and data protection".

Digital initiatives of national importance such as BharatNet, Digital Census, Defence, Central Police forces can now be protected by BharOS. With a shared vision of fostering digital inclusivity and security, ITI Limited with BharOS is committed to fulfilling the vision of Hon'ble Prime Minister towards Atmanirbhar Bharat initiative of Gol.

## **ITI Limited Forges Partnerships with Lekha Wireless Solutions Private Limited, Niral Networks Private Limited and Insta ICT Solutions to Propel 5G Technology Adoption in India**

ITI Limited, country's first PSU post-independence and premier telecom manufacturing company has signed Memorandum of Understanding (MoU) with **Lekha Wireless Private Limited, Niral Networks Private Limited** and **Insta ICT Solutions Private Limited** to create and manage entire Private 5G ecosystem for an enterprise i.e., plan, design, deploy, implement and manage. ITI Limited has formalized a strategic collaboration with Lekha Wireless, Niral Networks, and Insta ICT Solutions aimed at driving the adoption of 5G technology in India and signed the Memorandum of Understanding (MoU) on February 15, 2024. The signed MoU signifies the beginning of a significant partnership between these niche entities in the telecommunications sector.



**Shri Rajesh Rai, CMD, ITI Limited exchanging signed MoU with Shri Ramu T S, Founder & Director, Lekha Wireless Solutions Private Limited**



**Shri Rajesh Rai, CMD, ITI Limited exchanging signed MoU with Shri Abhijit Chaudhary, Director & CEO, Niral Networks and Shri Yeshwant Shinde, CEO, Insta ICT Solutions**

Speaking on the occasion, Shri Rajesh Rai, Chairman and Managing Director, ITI Limited, said, "We are committed to harnessing the potential of Private 5G technology stack in India. The MoU represents a significant milestone in fostering innovation and driving digital transformation across

various sectors powered by 5G Technology. ITI Limited wants to play an important role in India's journey of adopting telecom technologies like 5G and seize the opportunities it throws up".

Under the terms of the MoU, ITI Limited will collaborate with Lekha Wireless, Niral Networks and Insta ICT Solutions on implementing 5G Private (Captive & Non-Captive) Network Solutions within the Company. This collaboration underscores the commitment of these organizations to leverage advanced technology for the enhancement of telecommunications infrastructure in India.

### **Ambassador of Peru, Delegates of Botswana and BharOS Team Visit ITI Limited**

Shri Javier Paulinich, Ambassador of Peru, Delegates of Botswana Shri Thotakura Venkateswara Rao, CEO Shine Africa and Shri Maika Siphon Jabulani, Former Defense Intelligence and Shri Karthik Ayyar, CEO, JandK Operations Private Limited and BharOS Team visited ITI Limited on February 29, 2024.



The officials were welcomed by Shri Rajesh Rai, CMD, ITI Limited in the presence of Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Shri C V Ramana Babu, Director (Marketing) and Senior Officers. Shri Rajesh Rai held discussions with regard to Digital India's Security with Indigenous Operating System - BharOS. A demonstration was also made about BharOS-enabled digital devices during their visit.





The officials also visited ITI Bangalore Plant. They were taken around the facilities of the plant at 4G Hangar, SMT Line, 3D Printing, Injection Moulding, PCB, Fabrication, Data Centre and Startup Hub in the presence of Shri Rajesh Rai, CMD, ITI Limited, Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Smt R Vasanthi, GM-B, Unit Head, ITI Bangalore Plant and Senior Officers.



### **Shri Nilanjan Sandilya, IAS, Secretary, WB State Election Commission Visits ITI Limited**

Shri Nilanjan Sandilya, IAS, Secretary, WB State Election Commission, West Bengal visited ITI Limited on March 5, 2024. He was welcomed by Shri Rajesh Rai, CMD, ITI Limited in the presence of Shri Rajeev Srivastava, Director (Finance), Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Shri C V Ramana Babu, Director (Marketing) and Senior Officers at its Corporate Office. Shri Nilanjan Sandilya held discussions with Management Officers of the Company.



Shri Nilanjan Sandilya also visited ITI Bangalore Plant. During the visit, he was taken around the facilities of the plant at 4G Hangar, EVM Lab, SMT Line, 3D Printing, Powder Coating, Injection Moulding, PCB, Fabrication and Data Centre in the presence of Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Smt R Vasanthi, GM-B, Unit Head, ITI Bangalore Plant and Senior Officers.



## ITI Limited Celebrates Nation's 75<sup>th</sup> Republic Day

ITI Limited celebrated nation's 75<sup>th</sup> Republic Day with great fervor and enthusiasm at its Corporate Office and across Manufacturing Plants/Units on January 26, 2024. Shri Rajesh Rai, Chairman and Managing Director, ITI Limited and Shri C V Ramana Babu, Director (Marketing) participated in the celebrations through video conference.

Shri Rajeev Srivastava, Director (Finance), ITI Limited hoisted the tricolour national flag, after inspecting the guard of honour which was followed by salute and national anthem in the presence of Smt S Jeyanthi, Director (Production), and Additional Charge Director (HR), Senior Officers, Representatives of Employees' Union and Officers Association, Officers, Employees and family members.



Speaking on the occasion, Shri Rajesh Rai, CMD, ITI Limited extended his warm greetings to the gathering through video conference. He paid homage to all the martyrs who sacrificed their lives for India's Independence, and those who established the Indian constitution, the largest democracy in the world. Shri Rai gave an overview of the performance of the Company, underlined the status of ongoing projects. He also exhorted all the employees to execute the projects to meet the set targets for the year 2023-24 and take challenges to achieve new milestones, thereby contributing to the nation building.



## ITI Limited Develops Branded Laptop 'Smaash'

ITI Limited has developed latest series of Premium Laptop 'Smaash' with Premium Intel Core i7 base at ITI Palakkad Plant to augment 'Make in India' initiative of Government of India. The Laptop has been designed in association with Intel Corporation with which an MOU has been signed for design and manufacturing.



**ITI developed Smaash Laptop has a cutting-edge technology to redefine excellence, and has an array of features:**

- 🖥️ Powered by the latest 12<sup>th</sup> generation Intel® Alder Lake Technology and Intel® EVO mobile computing platform which deliver unmatched performance and efficiency;
- 💎 Encased in a sleek metallic chassis in Iron Gray, reminiscent of the elegant MacBook style finish exude sophistication and class;
- 🚀 Equipped with a formidable 16GB (42067 MHz) memory and 1TB high speed NVMe storage, experience lightning-fast speeds and ample storage capacity for all needs;
- ⌨️ Premium typing experience with the backlit keyboard and specially designed smooth touchpad, ensuring comfort and precision with every keystroke;
- 🔒 Enhanced security feature of high-end fingerprint scanner and Kensington lock, keeping data safe and secure at all times;
- 🖥️ Stunning visuals with the IPS full HD display boasting a 16:10 aspect ratio, providing an unparalleled viewing experience;
- 🔊 Video conferencing game with built-in 2W stereo speakers, 2MP camera, and 2X Array microphones that gives the ultimate choice for seamless communication;
- 🎒 Each Laptop comes with a premium backpack to combine style and functionality for on-the-go convenience.

The Smaash Laptops comes with Models - Celeron Series and Pentium Series; CPU and Chipset - Intel® Celeron® Processor with variants like i3, i5, i7 etc., of International Standards is especially designed for students. The Laptops comply with statutory certifications of BIS - Bureau of Indian Standards, ROHS - Restriction of Hazardous Substances, BEE - Bureau of Energy Efficiency, CE - European Conformity, and FCC - Federal Communication Commission.

**For more details about ITI Smaash Laptop, please visit us at**

[https://www.ititd.in/smaash\\_laptop.php](https://www.ititd.in/smaash_laptop.php)

## Smt Deepa Chawla, IRAS, Chief Vigilance Officer Visits ITI Limited

Smt Deepa Chawla, IRAS, Chief Vigilance Officer, ITI Limited visited ITI Corporate Office on February 14, 2024. Smt Deepa Chawla also visited ITI Bangalore Plant on February 16, 2024. She was taken around the facilities of the plant at 4G Hangar, EVM Lab, SMT Line, PCB, Fabrication and Data Centre in the presence of Smt S Jeyanthi, Director (Production) and Additional Charge Director (HR), Smt R Vasanthi, GM-B, Unit Head, ITI Bangalore Plant and Senior Officers.



## दक्षिण एवं दक्षिण पश्चिम क्षेत्रों का संयुक्त क्षेत्रीय राजभाषा सम्मेलन-2024

माननीय गृह राज्य मंत्री, श्री अजय कुमार मिश्रा जी की अध्यक्षता में दक्षिण एवं दक्षिण पश्चिम क्षेत्रों के संयुक्त क्षेत्रीय राजभाषा सम्मेलन का आयोजन 19 जनवरी, 2024 को हिन्दुस्तान एरोनॉटिक्स लिमिटेड, प्रबंधन अकादमी, संजय नगर, बेंगलूरु में किया गया। इस सम्मेलन में सचिव राजभाषा, संयुक्त सचिव राजभाषा एवं अन्य हिंदी के विद्वान भी उपस्थित थे। उक्त सम्मेलन में श्रीमती एस जेयंति, निदेशक-उत्पादन एवं निदेशक-मानव संसाधन (अतिरिक्त प्रभार), श्री साजन अब्राहम, महाप्रबंधक-मानव संसाधन एवं श्रीमती श्यामला एम, सहायक प्रबंधक-राजभाषा ने आईटीआई लिमिटेड, पंजीकृत एवं निगमित कार्यालय का प्रतिनिधित्व किया गया। इस सम्मेलन में दोनों क्षेत्रों के लगभग 700 से अधिक हिंदी से जुड़े अधिकारियों/कर्मचारियों ने भाग लिया। सम्मेलन में वर्ष 2022-23 के लिए 32 संगठनों को क्षेत्रीय राजभाषा पुरस्कार से पुरस्कृत किया गया।



राजभाषा विभाग  
निगमित कार्यालय

भारत सरकार, गृह मंत्रालय

Government of India, Ministry of Home Affairs

वार्षिक कार्यक्रम 2024-25 / ANNUAL PROGRAMME 2024-25

गृह मंत्रालय द्वारा राजभाषा नीति के कार्यान्वयन हेतु निर्धारित लक्ष्य

Targets set by Ministry of Home Affairs for Implementation of Official Language Policy

1 हिंदी में मूल पत्राचार (ई-मेल सहित) Originating Correspondence in Hindi (Including E-Mails)						
क क्षेत्र		ख क्षेत्र		ग क्षेत्र		
क क्षेत्र से क क्षेत्र को From A region to A region	100%	ख क्षेत्र से क क्षेत्र को From B region to A region	90%	ग क्षेत्र से क क्षेत्र को From C region to A region	55%	
क क्षेत्र से ख क्षेत्र को From A region to B region	100%	ख क्षेत्र से ख क्षेत्र को From B region to B region	90%	ग क्षेत्र से ख क्षेत्र को From C region to B region	55%	
क क्षेत्र से ग क्षेत्र को From A region to C region	65%	ख क्षेत्र से ग क्षेत्र को From B region to C region	55%	ग क्षेत्र से ग क्षेत्र को From C region to C region	55%	
क क्षेत्र से क व ख क्षेत्र के राज्य / संघ राज्य क्षेत्र के कार्यालय / व्यक्ति From Region A to Offices/ Individuals in States / UTs of A & B region	100%	ख क्षेत्र से क व ख क्षेत्र के राज्य / संघ राज्य क्षेत्र के कार्यालय/ व्यक्ति From region B to Offices individuals in States / UTs of A & B region	90%	ग क्षेत्र से क व ख क्षेत्र के राज्य/ संघ राज्य क्षेत्र के कार्यालय/व्यक्ति From region C to Offices / individuals in States / UTs of A & B region	55%	
<b>कार्य विवरण</b>				<b>क क्षेत्र</b>	<b>ख क्षेत्र</b>	<b>ग क्षेत्र</b>
2	हिंदी में प्राप्त पत्रों के उत्तर हिंदी में दिया जाना। Letters received in Hindi to be answered in Hindi			100%	100%	100%
3	हिंदी में टिप्पण / Noting in Hindi			75%	50%	30%
4	हिंदी माध्यम से प्रशिक्षण कार्यक्रम / Training programme through Hindi Medium			70%	60%	30%
5	हिंदी टंकण करने वाले कर्मचारी एवं आशुलिपिक की भर्ती। Recruitment of employees utilized for Hindi Typing, Stenographers			80%	70%	40%
6	हिंदी में डिकटेशन/ की बोर्ड पर सीधे टंकण (स्वयं तथा सहायक द्वारा) Dictation in Hindi / Direct typing on key-board (Self and by the Assistant)			65%	55%	30%
7	हिंदी प्रशिक्षण (भाषा, टंकण, आशुलिपि) / Hindi Training (Language, Typing, Stenography)			100%	100%	100%
8	द्विभाषी प्रशिक्षण सामग्री तैयार करना / Preparing of Bilingual training material			100%	100%	100%
9	जर्नल और मानक संदर्भ पुस्तकों को छोड़कर, पुस्तकालय के कुल अनुदान में से डिजिटल सामग्री अर्थात् हिंदी ई-पुस्तक, सीडी/डीवीडी, पैनड्राइव तथा अंग्रेजी और क्षेत्रीय भाषाओं से हिंदी में अनुवाद पर व्यय की गई राशि सहित हिंदी पुस्तकों की खरीद पर किया गया व्यय। Expenditure for the purchase of Hindi books etc., including digital material i.e. Hindi e-books, CD/DVD, Pen drive including amount incurred on Hindi translation from English & regional languages out of the total library grant excluding journals and standard reference books.			50%	50%	50%
10	हिंदी और अंग्रेजी दोनों भाषाओं में काम करने की सुविधायुक्त इलेक्ट्रॉनिक उपकरणों जिनमें कंप्यूटर भी शामिल है, की खरीद। Purchase of all electronic equipment's including computers having bilingual i.e. Hindi and English working facility.			100%	100%	100%
11	वेबसाइट द्विभाषी हो / Website bilingual			100% (द्विभाषी) 100% (Bilingual)		
12	नागरिक चार्टर तथा जन सूचना बोर्ड आदि द्विभाषी रूप में प्रदर्शित किए जाए। Citizen charter and display of public interface information board bilingual			100% (द्विभाषी) 100% (Bilingual)		
13	(i) मंत्रालयों/विभागों और कार्यालयों के अधिकारियों (उ.स./निदे./सं.स.) तथा राजभाषा विभाग के अधिकारियों द्वारा अपने मुख्यालय से बाहर स्थित कार्यालयों का निरीक्षण (कार्यालयों का प्रतिशत)। Inspection by Ministries / Departments / Offices of their Offices located outside their Headquarters by the officer (DS/Dir/JS) and officers of OL section. (% of Offices)			25% (न्यूनतम) 25% (Minimum)		
	(ii) मुख्यालय में स्थित अनुभागों का निरीक्षण। Inspection of sections at Headquarters.			25% (न्यूनतम) 25% (Minimum)		

	(iii) विदेश में स्थित केंद्र सरकार के स्वामित्व एवं नियंत्रण के अधीन कार्यालयों/उपक्रमों का संबंधित अधिकारियों तथा राजभाषा विभाग के अधिकारियों द्वारा संयुक्त निरीक्षण। Joint inspections by the officers Concerned & those of the Departments of Official Language of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government.	वर्ष में कम से कम एक निरीक्षण At least one inspection in a year.		
14	राजभाषा संबंधी बैठकें। Meetings regarding Official Language			
(क)	हिंदी सलाहकार समिति। Hindi Salahakar Samiti	वर्ष में 2 बैठकें 02 meeting in a year		
(ख)	नगर राजभाषा कार्यान्वयन समिति। Town Official Language Implementation Committee.	वर्ष में 2 बैठकें (प्रति छमाही एक बैठक) 2 meetings in a year (one meeting in every six months)		
(ग)	राजभाषा कार्यान्वयन समिति। Official Language Implementation Committee.	वर्ष में 04 बैठकें (प्रति तिमाही एक बैठक) 4 meetings in a year (One meeting in every quarter)		
15	कोड, मैनुअल, फर्म, प्रक्रिया साहित्य का हिंदी अनुवाद। Translation of Codes, Manuals, Forms, Procedural Literature	100%		
16	मंत्रालयों/विभागों/कार्यालयों/बैंकों/उपक्रमों के ऐसे अनुभाग जहां संपूर्ण कार्य हिंदी में हो। Sections of the Ministries/Departments/Offices/Banks/Undertakings where entire work to be done in Hindi	40%*	30%*	20%*
	(न्यूनतम अनुभाग) *सार्वजनिक क्षेत्र के उन उपक्रमों/निगमों आदि, जहां अनुभाग जैसी कोई अवधारण नहीं है, "क" क्षेत्र में कुल कार्य का 40%, "ख" क्षेत्र में 25%, "ग" क्षेत्र में 15% कार्य हिंदी में किया जाए। (Minimum Sections) 40% in 'A' Region, 25% in 'B' Region and 15% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/Corporations where there is no concept of sections.			

राजभाषा विभाग  
निगमित कार्यालय

## रोजमर्रा के कार्यों में प्रयोग किए जाने हेतु टिप्पणियाँ

### Noting's for use in day-to-day official work

1	Accord approval / Sanction to	कृपया अनुमोदन / मंजूरी प्रदान करें
2	Advice accordingly	तदनुसार सूचित करें
3	Agenda for the Meeting is put up	बैठक की कार्यसूची पेश की जाती है
4	Already been sent	भेजी जा चुकी है
5	Approval may be accorded	अनुमोदन प्रदान किया जाए
6	Approved	अनुमोदित
7	A wait reply	उत्तर की प्रतीक्षा करें
8	Brief note is placed below	संक्षिप्त नोट नीचे रखा है
9	Case is under consideration	मामला विचाराधीन है
10	Checked and found correct	जाँच की और सही पाया
11	Connect previous papers	पिछले कागज साथ लगाएँ
12	Decision is awaited	निर्णय की प्रतीक्षा है

13	Delay is regretted	देरी / विलंब के लिए खेद है
14	Discussed	विचार-विमर्श किया गया / चर्चा की गई
15	Do the needful	आवश्यक कार्रवाई करें
16	Draft is put up for approval	प्रारूप अनुमोदनार्थ प्रस्तुत है
17	Early action please	कृपया शीघ्र कार्रवाई करें
18	Expedite action	कार्रवाई शीघ्र करें
19	Ex-post sanction is accorded as proposed	यथाप्रस्तावित कार्योत्तर मंजूरी प्रदान की जाती है
20	Fix a date for the meeting	बैठक के लिए कोई तारीख निश्चित की जाए
21	For approval please	अनुमोदन के लिए
22	For concurrence please	सहमति के लिए प्रस्तुत है
23	For Kind consideration	कृपापूर्ण विचारार्थ प्रस्तुत है
24	For perusal please	अवलोकनार्थ
25	For signature please	हस्ताक्षर के लिए
26	Furnish Details	विवरण प्रस्तुत करें
27	I agree	मैं सहमत हूँ
28	I disagree	मैं असहमत हूँ
29	Immediate Action Please	तत्काल कार्रवाई करें
30	Interim reply may be given	अंतरिम उत्तर भेज दिया जाए
31	Issue as amended	यथा संशोधित जारी कीजिए

राजभाषा विभाग  
निगमित कार्यालय

**WRITE TO DOORVANI**



*The magazine invites contributions from readers and employees to add value to the publication. The editor reserves the right to edit/ select/ reject the article. Please send your write-ups/ articles/ information/ suggestions to [doorvani\\_crp@itild.co.in](mailto:doorvani_crp@itild.co.in)*

*Edited & Published online for ITI Limited (A Government of India Undertaking, under the Ministry of Communications & IT) from Registered & Corporate Office, ITI Bhavan, Doorvaninagar, Bangalore-560016 by Corporate Public Relations Department.*

*The views expressed herein do not necessarily represent those of the Management.*

**Editorial Committee Members: Tarun Kumar Udwala**

**Editorial Coordination and Content Compilation: Geetha Maria Pinto**

**Photo Credits, Corporate & Bangalore Plant:**

**T T Muthu (Bangalore)**

Follow us on: [f @ITILimited1948](https://www.facebook.com/ITILimited1948) [X /ITILTDINDIA](https://www.linkedin.com/company/ITILTDINDIA) [in /itilimited](https://www.linkedin.com/company/itilimited) [/ITI Limited](https://www.youtube.com/channel/UC...) [/itiltdindia](https://www.instagram.com/itiltdindia) [/ITILimited](https://www.youtube.com/channel/UC...) [www.itild.in](https://www.itild.in)