

APPENDIX I

PROFORMA FOR COMMON LANGUAGE CLASSES

- (i) Whether there is any necessity for the organization of foreign language classes or linguaphone records would serve the purpose. The Head of Mission/ Post will examine this carefully and certify to the effect that the organization of such classes is absolutely necessary in the interest of public service.
- (ii) Total number of officers and staff in different grades, showing the dates of their joining the Mission/Post
- (iii) Total number of officers and staff grade-wise, desirous of joining the proposed classes.
- (iv) Details of previous arrangements for teaching a foreign language, if any, showing the following:-
 - a. Number and date of sanction
 - b. Duration of classes organized
 - c. The names of officers and staff who joined the classes and whether they have since been transferred from the station
 - d. Progress and efficiency of the individuals, and the benefit achieved by the Mission by the utilization of their knowledge in the foreign language
 - e. Expenditure incurred per month
- (v) Duration of the proposed classes
- (vi) Monthly expenditure likely to be incurred on the proposed classes (i.e., the pay of the teacher to be appointed etc.)
- (vii) Whether the proposed expenditure can be met out of the budget grant of the Mission/Post
- (viii) Whether the proposed rate of pay of the teacher is the cheapest, in the context of the prevailing rates in the country.
- (ix) Whether any other official serving in the Mission/Post has sufficient knowledge of the language concerned. If so, details of qualifications, etc. may also be furnished with comments as to whether his services can be utilized in the place of an outside teacher. The functional efficiency and effectiveness of any officer, particularly officer of representational grade should be assessed and an examination should be conducted at the end of each course and a suitable entry should be made in the service records of such of the personnel as pass the examination.