



सत्यमेव जयते

भारत सरकार

राजभाषा विभाग

गृह मंत्रालय

द्वारा

संघ के सरकारी प्रयोजनों के लिए जारी किए गए

हिंदी के प्रयोग संबंधी आदेशों का संकलन

(जनवरी, 1989 से जून, 2005)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DEPARTMENT OF OFFICIAL LANGUAGE  
COMPILATION OF ORDERS REGARDING  
THE USE OF HINDI

ISSUED BY

GOVERNMENT OF INDIA, MINISTRY OF HOME AFFAIRS

DEPARTMENT OF OFFICIAL LANGUAGE

FOR OFFICIAL

PURPOSES OF THE UNION

*(From January, 1989 To June, 2005)*

राजभाषा विभाग

(गृह मंत्रालय)

DEPARTMENT OF OFFICIAL LANGUAGE

(MINISTRY OF HOME AFFAIRS)

---

---

हिंदी के प्रयोग संबंधी  
आदेशों का संकलन  
(जनवरी, 1989 से जून, 2005)

**COMPILATION OF ORDERS REGARDING  
THE USE OF HINDI  
(FROM JANUARY, 1989 TO JUNE, 2005)**

---

---

## FOREWORD

Compilation regarding provisions for the use of Official Language Hindi in the Constitution, Official Languages Act, Official Languages Rules, Official Language Resolution and Presidential Orders, Orders passed on the recommendations made by the Committee of Parliament on Official Language and Orders issued by the Department of Official Language have been brought out from time to time. In this series compilation covering orders issued up to June, 2005 is being brought out.

According to the Official Languages Rules, 1976, it is the responsibility of the Head of the office to ensure compliance of the Official Languages Act, Rules and Orders. It is expected that the present compilation will be a useful compilation in this regard.



(PRASHANT KUMAR MISHRA)

*Secretary, Department of Official Language*

NEW DELHI

Dated : May, 2007

## **Different Chapters and their Subjects**

### **CHAPTER-1**

**Constitutional provisions regarding Official Language**

### **CHAPTER-2**

**Policy orders relating to the use of Hindi**

### **CHAPTER-3**

**Committees relating to Official Language—Hindi Advisory Committee, Town Official Language Implementation Committees, Official Language Implementation Committees, etc.**

### **CHAPTER-4**

**Departmental Meetings, Periodical Reports and Inspection Proforma**

### **CHAPTER-5**

**Use of Mechanical/Electronic Equipments**

### **CHAPTER-6**

**Implementation of Official Language policy in Govt. Offices/Public Undertakings/Autonomous Bodies/Registered Societies/Rajya Sabha/Lok Sabha Secretariat**

### **CHAPTER-7**

**Incentive Schemes**

### **CHAPTER-8**

**Policy Orders relating to the use of translation arrangements**

### **CHAPTER-9**

**Use of Hindi in Recruitment/Departmental Examinations**

### **CHAPTER-10**

**Creation of Hindi Posts**

### **CHAPTER-11**

**Purchase of Govt. Publications, Hindi Magazines and Hindi books**

### **CHAPTER-12**

**Organizing Hindi Workshops/Conferences and Scientific & Technical Seminars**

### **CHAPTER-13**

**Miscellaneous Orders**

## INDEX

Sl. No.	PAGE No.
CHAPTER-1	
<b>Constitutional Provisions regarding Official Language</b>	
1. Official Language Policy of the Union . . . . .	1
2. Official Languages Act, 1963 (As amended in 1967) . . . . .	5
3. The Official Language Resolution, 1968 . . . . .	8
4. The Official Languages Rules, 1976 (As amended in 1987) . . . . .	9
5. Important Directions regarding Official Language Policy . . . . .	13
CHAPTER-2	
<b>Policy orders relating to the use of Hindi</b>	
1. Bilingualisation in Board put up at Public places O.M. No. 13017/5/88-OL(C), Dt. 14.11.1988 . . . . .	15
2. Availability of Hindi Books essential for training in Hindi medium in Training Institutions O.M. No. 14012/8/88-OL(C), Dt. 07.09.1988 . . . . .	15
3. Ensuring compliance of Section 3(3) of Official Language Act, 1963 O.M. No. 12024/10/90-OL(B-II), Dt. 26.06.1990 . . . . .	15
4. Issuing of Code/Manual etc. bilingually O.M. No. 1/14034/8/88-OL (A-I), Dt. 31.05.1988 . . . . .	16
5. O.M. No. 1/14034/04/90-OL(A-I), Dt. 31.07.1990 . . . . .	16
6. Recommendations made in the part 4 of the report of the Committee of Parliament on Official Language— Strengthening of check points and making them effective for ensuring compliance of the Official Language Rules. O.M. No. 12024/02/92-OL(B-II), Dt. 06.04.1992 . . . . .	17
7. Recommendations made in the part 4 of the report of the Committee of Parliament on Official Language— Ensuring compliance of Section 3(3) of the Official Language Act, 1963 O.M. No. 12024/02/92-OL(B-II), Dt. 06.04.1992 . . . . .	18
8. Recommendations made in the part 4 of the report of the Committee of Parliament on Official Language— Headings and Entries in the Registers and Service Books. O.M. No. 12024/02/92-OL(B-II), Dt. 21.07.1992 . . . . .	19
9. Recommendations made in the part 4 of the report of the Committee of Parliament on Official Language— Concrete steps to achieve the targets in the Annual Programme and time bound action on the report of the Committee of Parliament on Official Language. O.M. No. 12024/02/92-OL(B-II)-04, Dt. 21.07.1992 . . . . .	19
10. Issue of agenda and minutes of the Ministries/Depts./Offices/Undertakings etc. situated in Region 'A' only in Hindi. O.M. No. 1/20012/03/92-OL (A-1), Dt. 30.07.1992 . . . . .	20
11. Specifying Offices notified under Rule 8 (4) of Official Languages Rules 1976 for the use of Hindi alone. O.M. No. 20016/1/92-OL (A-1), Dt. 09.08.1992 . . . . .	20

Sl. No.	PAGE No.
12. Working in Hindi by the Officers who are deputed to the Central Government Offices from region 'A'. O.M. No. 1/14013/07/94-OL(A-I), Dt. 18.05.1994 .....	21
13. To ensure compliance of provisions of Official Language Act, 1963, (as amended in 1967) obligatory publication of Telephone Directories in Hindi & English. O.M. No. 14034/04/92-OL (A-1), Dt. 26.08.1992. (i) .....	21
O.M. No. 14034/04/92-OL (A-1), Dt. 26.08.1992 (ii) .....	21
14. Use of Languages on Hoardings at public places regarding. O.M. No. 14013/02/96-OL (P-1), Dt. 06.05.1996 .....	22
15. Presentation and circulation of Agenda Papers/Notes meant for the Committee of Secretaries, bilingually. O.M. No. 1/16034/02/97-OL (P-1), Dt. 05.05.1997 .....	22
16. Regarding Banners, Name Plates, Notice Boards etc. to be displayed in National/International festivals and functions etc. in bilingual form (Hindi-English). O.M. No. 1/14013/08/94-OL (A-1), Dt. 24.05.1994 .....	22
17. Use of Official Language Hindi in International Conferences/Functions. O.M. No. 1/15016/04/97-OL (P-1), Dt. 09.06.1998 .....	23
18. Use of Official Language Hindi in International Conferences/Functions. O.M. No. 1/14034/02/2000-OL (P-1), Dt. 16.03.2000 .....	24
19. Correspondence to State Govt. and persons in Hindi situated in Region 'A' & 'B'. O.M. No. 12019/01/99-OL. (Imp.-2), Dt. 04.10.1999 .....	24
20. Use of Regional Languages in forms of public utility in notice boards displayed for their information by Central Govt. Offices located in non-Hindi speaking areas. O.M. No. 13034/34/97-OL (P & C), Dt. 04.01.2002 .....	24
21. Printing in Regional Languages of money order and other similar forms meant for use of public. O.M. No. 07/09/65-(O.L.), Dt. 25.03.1968 .....	24
22. Working Originally in Hindi. O.M. No. 12021/01/94-OL (B-II), Dt. 22.07.1994 .....	25
23. Use of Hindi Words "अन्य भाषा भाषी" or "हिंदीतर भाषी" in place of Hindi words "अहिंदी भाषी" O.M. No. 1/14013/10/2004-OL (P-1), Dt. 31.12.2004 .....	25

CHAPTER-3

**Committees relating to Official Language—Hindi Advisory Committee, Town Official Language Implementation Committees, Official Language Implementation Committees, etc.**

24. Furnishing of information regarding use of Hindi in Ministries/Departments and their attached/ subordinate Offices/Undertakings in Agenda for meeting of Hindi Advisory Committee. O.M. No. II/12013/03/90-OL (A-2), Dt. 16.05.1990 .....	26
25. Constitution of Hindi Advisory Committees and conducting their meetings regularly—regarding. O.M.No. II/20015/64/89-OL (A-2) Dt. 11.01.1990 .....	26
O.M.No. II/20015/45/87-OL (A-2), Dt. 04.05.1989 .....	27
26. O.M. No. II/20015/06/92-OL (A-2), Dt. 10.06.1992 .....	27
27. Procedure for the constitution/reconstitution of the Hindi Advisory Committees of the Ministries/ Deptt.—Formal approval of the Deptt. of Official Language. O.M. No. II/20015/12/94-OL (A-2), Dt. 11.03.1994 .....	28
28. Discussion in the last meeting of earlier Hindi Advisory Committee of Ministries/Depts. and review of the decisions taken during discussions in the first meeting of the reconstituted Hindi Advisory Committee. O.M. No. II/20015/43/94-OL (P-1), Dt. 17.10.1994 .....	28

Sl. No.	PAGE No.
29. Clarification regarding nomination of Non-Official members to Hindi Advisory Committees. O.M. No. II/20015/12/97-OL (P-2), Dt. 19.03.1997 .....	29
30. Revised arrangements for the constitution/reconstitution of Hindi Advisory Committees. O.M. No. II/20015/09/97-OL (P-2), Dt. 30.04.1997 .....	29
31. Preparation of list for nomination of Non-Official members in Hindi Advisory Committees of various Ministries/Deptts. O.M. No. II/21034/03/98-OL (P-2), Dt. 18.03.1998 .....	29
32. O.M. No. II/21034/03/98-OL (P-2), Dt. 19.04.1999 .....	30
33. Grant of to-and-fro air fair to Non-Official members of Hindi Advisory Committee. O.M. No. 20015/07/98-OL (P-2), Dt. 02.06.1998. ....	31
34. Submission of correct figures regarding implementation of Official Language Policy in Hindi Advisory Committee's meetings. O.M. No. II/20015/09/2000-OL (P-2), Dt. 30.03.2000 .....	31
35. Items for consideration in Hindi Advisory Committee's meetings. O.M. No. II/20015/08/2000-OL (P-2), Dt. 07.04.2000 .....	31
36. Guidelines for selection of Non-Official members in Hindi Advisory Committee's. O.M. No. II/20015/04/2000-OL (P-2), Dt. 31.05.2000 .....	32
37. Suggestion/Clarification regarding Official Language. O.M. No. II/12013/01/98-OL (P-2), Dt. 09.02.1998 .....	32
<b>Town Official Language Implementation Committees</b>	
38. Holding regular meetings of TOLIC'S and obligation for participation by senior Officers in the meetings. O.M. No. 12024/09/89/-OL (B-2), Dt. 20.12.1989 .....	33
39. Determining of criterion for the awards to be given to TOLIC'S for outstanding performance in the direction of increasing the progressive use of Official Language Hindi. O.M. No. 12024/01/91-OL (B-II), Dt. 22.04.1991 .....	35
40. Fixation of Marks for Regional Official Language Conference Awards. O.M. No. 20002/05/91-OL (B-1), Dt. 02.05.1991 .....	37
41. Reimbursement of expenditure to be incurred on the meetings of the TOLIC'S. O.M. No. 12024/06/94 (Imp.-2), Dt. 07.04.1995. ....	37
42. To invite the officers of Central Hindi Training Institutes/Sub-institutes and Central Translation Bureau in the local meetings of TOLIC'S. O.M. No. 12024/08/95-OL (Imp.-1), Dt. 16.06.1995 .....	38
43. Provision of Telephone facility for the Member Secretaries of TOLIC'S. O.M. No. 12024/25/96-OL (Imp.-2), 1996 .....	39
44. Standard noting regarding Constitution Activities and procedure etc. of TOLIC'S O.M. No. 12024/02/97-OL (Imp.-2), Dt. Feb, 1997 .....	39
45. Organising meetings of Official Language Implementation Committee's regularly and effectively. O.M. No. 12024/03/93-OL (B-II), Dt. 15.04.1993 .....	41
46. Recommendations made in the fourth part of the report of the Committee of Parliament on Official Language—Constitution of Official Language Implementation Committee's and conducting their meetings. O.M. No. 12024/02/92-OL (B-II), Dt. 21.07.1992 .....	42

## CHAPTER-4

**Departmental Meetings, Periodical Reports and Inspection Proforma**

47. Updating of Inspection proforma regarding progressive use of Official language Hindi in respect of Ministries/Depts. and their attached/subordinate offices/Undertakings etc. O.M. No. 12012/01/92-OL (B-II), Dt. 16.03.1993 .....	44
48. New proforma for Quarterly Progress Report regarding progressive use of Hindi for Ministries/Depts. O.M. No. 20003/02/87-OL (B-II), Dt. 13.07.1987. ....	52
49. Discontinuation of six monthly progress Report forwarded by Ministries/Depts. in respect of their attached/subordinate Offices to Deptt. of Official Language. O.M. No. 20003/01/87-OL (B-1), Dt. 29.11.1998. ....	57
50. Regarding submission of quarterly progress report related to the progressive use of Official Language Hindi and intimation Agenda and minutes etc. of the meetings of Official Language Implementation committees by various attached/subordinate Offices of the Ministries/Depts. of Central Govt./Banks/ Undertakings/Companies/Corporations etc. O.M. No. 12024/04/91-OL (B-II), Dt. 06.08.1991. ....	58
51. Follow up action on the minutes of 22nd meeting of Central Official Language Implementation Committee—Amendment in the proforma of Quarterly report regarding the use of Hindi. O.M. No. 20003/02/93-OL (B-II), Dt. 24.05.1993. ....	60
52. Modification in the Proforma of quarterly Progress report regarding Progressive use of Hindi. O.M. No. 20003/01/95-OL (Imp-II), Dt. 16.06.95. ....	67
53. Modification in the proforma for the Quarterly Progress Report regarding progressive use of Hindi in Banks and Financial Institutions. O.M. No. 20003/03/95-OL (Imp-II), Dt. 23.02.1995. ....	73
54. Modifications/Changes in the proforma for the Quarterly Progress Report regarding progressive use of Hindi in Ministries/Depts. O.M. No. 20003/01/2000-OL (Imp-II), Dt. 04.05.2000. ....	79
55. Modification in the proforma for the Quarterly Progress Report regarding progressive use of Hindi in Banks and Financial Institutions. O.M. No. 20003/02/98-OL (Imp-II), Dt. 09.06.2000. ....	84

## CHAPTER-5

**Use of Mechanical/Electronic Equipments**

56. Mechanical Aids in Devanagari—Follow up action on the decisions taken on the report (Part-2) of the Committee of Parliament on Official Language. O.M. No. 12015/18/90-OL (C), Dt. 25.05.1990 .....	90
57. Use of Electro-mechanical facilities in Devanagari in Central Govt. Offices. O.M.No. 13034/26/90-OL (C), Dt. 26.06.1991 .....	93
58. Information regarding Telex No. of bilingual electronic Telex machines. O.M. No. 12015/31/92-OL (TC), Dt. 15.05.1992. ....	93
59. Selection and use of bilingual software/hardware for biscriptual use of computer. O.M. No. 12015/26/92-OL (TC), Dt. 15.10.1992 .....	94
60. Purchase/import of bilingual computers. O.M. No. 12015/16/92-OL (TC), Dt. 28.10.1992. ....	94
61. Supply of bilingual electronic teleprinters/Telex on demand. O.M. No. 12015/36/92-OL (TC), Dt. 18.11.1993 .....	94

Sl. No.	PAGE No.
62. Use of only bilingual Hindi-English typewriters in the Central Govt. Ministries/Depts./attached/subordinate Offices etc. O.M. No. 12015/15/90-OL (TC), Dt. 13.12.1993. ....	95
63. O.M. No. 12015/31/96-OL (TC), Dt. 28.06.1996 .....	95
64. Bilingual computers—clarification regarding. O.M. No. 12015/41/93-OL (TC), Dt. 01.02.1994. ....	95
65. Training on computers for officials working in Hindi. O.M. No. 12015/43/95-OL (TC), Dt. 12.03.1996. ....	96
66. Official Language Information system on "NICNET". O.M. No. 13034/30/98-OL (P&C), Dt. 16.10.1998. ....	96
67. Implementation of the decision of the Govt. on recommendations made in the part VIth of the report of the Committee of Parliament on Official Language—free of cost training through Internet—regarding. O.M. No. 12015/101/2004-OL (TC), Dt. 16.12.2004 .....	100
68. Implementation of the decision of the Govt. on recommendation made in the part VIth of the report of the Committee of Parliament on Official Language—use of bilingual typewriters and other machines—regarding. O.M. No. 12021/10/01/2004-OL (Imp-2), Dt. 04.01.2005. ....	100
69. Implementation of the decision of the Govt. on recommendation made in the part VIth of the report of the Committee of Parliament on Official Language—compliance of section 3(3) of Official Language Act—regarding. O.M. No. 12021/01/2004-OL (Imp-2), Dt. 31.12.2004. ....	100
CHAPTER-6	
<b>Implementation of Official Language policy in Govt. Offices/Public Undertakings/Autonomous Bodies/Registered Societies/Rajya Sabha/Lok Sabha Secretariat</b>	
70. Implementation of Official Language Policy in Govt. Offices etc. O.M. No. 12019/03/89-OL (Imp.), Dt. 22.08.1989 .....	102
71. Implementation of Official Language Policy in Central Govt. Offices/Public Undertakings/Autonomous Bodies etc. O.M. No. I/14013/07/96-OL (P-1), Dt. 27.01.1997 .....	102
72. O.M. No. I/14013/09/99-OL (P-1), Dt. 09.12.1999. ....	103
73. Presidential orders on recommendation made in the part V of the report of the Committee of Parliament on Official Language. O.M. No. I/20012/04/92-OL (P-1), Dt. 24.11.1998. ....	103
74. O.M. No. I/20012/01/99-OL (P-1), Dt. 28.02.1999. ....	108
75. O.M. No. I/20012/01/99-OL (P-1), Dt. 30.09.1999. ....	108
76. Presidential orders on recommendation made in the part VIth of the report of the Committee of Parliament on official Language. O.M. No. 12021/02/2003-OL (Imp-II), Dt. 17.09.2004. ....	108
CHAPTER-7	
<b>Incentive Schemes</b>	
77. Grant of Hindi incentive allowance to stenographers and typists for doing official work in Hindi in addition to English. O.M. No. 13034/49/90-OL (C), Dt. 25.07.1994 .....	121
78. O.M. No. 13017/04/90-OL (P&C), Dt. 28.07.1998 .....	121

Sl. No.	PAGE No.
79. Incentive to Officers for giving dictation in Hindi—guideline regarding. O.M. No. II/12013/01/89-OL (A-2), Dt. 06.03.1989. ....	121
80. Enhancement in the incentive amount for noting/drafting done originally in Hindi and for giving dictation in Hindi by the officers in official work. O.M. No. II/12013/18/93-OL (P-2), Dt. 16.09.1998. ....	122
81. Follow up action on the 3rd part of the report of Committee of Parliament on Official Language regarding making liberal and attractive for writing original book on technical subjects. O.M. No. II/12013/06/92-OL (A-2), Dt. 15.07.1992. ....	123
82. Indira Gandhi Rajbhasha Award scheme—re. fixation of norms for the awards given to the Ministries/ Deptts./Undertakings/Banks etc. O.M. No. 12011/18/95-OL (Imp-II), Dt. 15.02.1996. ....	123
83. Amendment to Indira Gandhi Rajbhasha Award scheme. O.M. No. 12013/02/94-OL (P-II), Dt. 06.09.1996. ....	125
84. O.M. No. 12011/01/2000-OL (Imp-II), Dt. 14.02.2000. ....	125
85. Indira Gandhi Rajbhasha Award scheme for the year 2004-05 for writing original books in Hindi. O.M. No. 12011/01/2005-OL (Imp-II), Dt. 13.05.2005. ....	128

CHAPTER-8

**Policy Orders relating to the use of translation arrangements**

86. Use of simple and intelligible Hindi by the translators of Central Govt. while doing translation from English to Hindi. O.M. No. 13017/01/88-OL (C), Dt. 27.04.1988. ....	133
87. Arrangements for translation of statutory material concerning Central Govt. O.M. No. 13017/02/88-OL (C), Dt. 16.06.1988. ....	133
88. Follow-up action on the decisions taken on the Report of the Committee of Parliament on Official Language (Part-I) relating to translation arrangement. O.M. No. 13017/03/90-OL (C), Dt. 26.11.1990. ....	133
89. Translation of non-statutory procedural literature in Central Translation Bureau on honorarium basis. O.M. No. 13017/02/89-OL (C), Dt. 29.11.1991. ....	137
90. Translation of course material relating to training—regarding. O.M. No. 13017/02/92-OL (C), Dt. March, 1992. ....	137
91. Regarding honorarium for translation work from Hindi to English and vice-versa. O.M. No. 13017/02/89-OL (C), Dt. 29.12.1993. ....	138
92. Statutory translation by Public Sector Undertakings etc.—clarification reg. O.M. No. 13017/01/2000-OL (P&C), Dt. 02.05.2000. ....	139
93. Training of Hindi Employees in the technique and methods of translation. O.M. No. E/11024/33/74-OL (Cell), Dt. 24.06.1974. ....	139
94. Provision of compulsory training in translation for the staff/translators engaged in translation/translator. O.M. No. F-II/13017/12/75-OL (C), Dt. 05.05.1975. ....	139
95. O.M. No. 13017/06/87-OL (C), Dt. 16.11.1987. ....	140
96. Revision in the rates of Honorarium to the officer-in-overall-charge of the full time/part time training centres of Hindi teaching scheme. O.M. No. 21034/21/2003-OL (Trg.) Dt. 01.07.2003. ....	140
97. Revision in the rates of Honorarium to the part time clerk/peons of the full time/part time training centres of Hindi teaching scheme. O.M. No. 21034/21/2003-OL (Trg.), Dt. 29.07.2003. ....	141

Sl. No.	PAGE No.
98. Revision of rates of Honorarium (Remuneration) admissible to part time Instructors engaged for imparting training in Hindi typewriting and Hindi Stenography at the part time training Centres set up under Hindi teaching Scheme/Departmental arrangements. O.M. No. 14034/29/90-OL (Trg.), Dt. 14.09.2000. ....	141
99. Grant of Honorarium/remuneration to the paper setters, examiners, answer book evaluator etc. for the conducting of Hindi examination under Hindi teaching scheme. O.M. No. 14034/52/2000-OL (Trg.)/2247, Dt. 04.07.2003. ....	142
100. Enhancement of honorarium fees of answer papers (Response Sheets) of Language Correspondence Course (Prabodh/Praveen/Pragya) O.M. No. 21034/29/2003-OL (Trg.), Dt. 25.02.2004. ....	143
101. Regarding honorarium for translation work from Hindi to English and vice-versa. O.M. No. 13017/02/96-OL (P&C), Dt. 25.02.2005. ....	143

#### CHAPTER -9

#### Use of Hindi in Recruitment/Departmental Examinations

102. Optional use of Hindi as medium of Examination for recruitment to Subordinate services and non-technical posts. O.M. No. 14012/06/87-OL (C), Dt. 16.02.1988. ....	145
O.M. No. I/14012/34/75-OL (C), Dt. 06.01.1976. ....	145
O.M. No. 14012/06/87-OL (C), Dt. 21.05.1987. ....	146
103. Option for the use of Hindi in the Departmental Examinations conducted for the promotion post or service of the Central Govt. O.M. No. 14012/11/87-OL (C), Dt. 23.03.1988. ....	146
104. Option for answering in Hindi the question papers of the Departmental Examinations conducted for the promotion in Central Govt. services or to Central Govt. Posts—translation of relevant Books. O.M. No. 14012/11/87-OL (C), Dt. 01.07.1988. ....	146
105. Medium of examination for recruitment to posts and services under the Central Govt. clarification while advertising vacancies—reg. O.M. No. 14012/09/89-OL (C), Dt. 27.06.1989. ....	147

#### CHAPTER-10

#### Creation of Hindi Posts

106. Prescribing duties of Hindi Officers. O.M. No. 13017/04/88-OL (C), Dt. 08.06.1988. ....	148
107. Creation of post for implementation of Official Language Policy. O.M. No. 13035/04/88-OL (C), Dt. 12.07.1988. ....	148
O.M. No. 13035/03/80-OL (C), Dt. 27.04.1981. ....	149
O.M. No. 13017/01/81-OL (C), Dt. 13.04.1987. ....	149
O.M. No. 11034/09/74-OL (Cell), Dt. 10.01.1975. ....	150
108. Refixation of norms for the creation of minimum number of Hindi posts for the Implementation of Official Language Policy of the Central Govt. O.M. No. 13035/03/88-OL (C), Dt. 05.04.1989. ....	151
109. O.M. No. 13035/03/95-OL (P&C), Dt. 22.07.2004. ....	153

Sl. No.	PAGE No.
110. Creation of minimum number of Hindi post for the compliance/implementation of Official Language Policy of the Central Govt.—regarding. O.M. No. 13035/05/92-OL (C), Dt. 27.08.1992. ....	154
111. Recommendation of Kendriya Hindi Samiti regarding filling of Hindi Posts. O.M. No. 13035/03/91-OL (C), Dt. 23.04.1991. ....	155
112. Central Sectt. Official Language Services showing economy in Govt. expenditure by abolishing Hindi posts. O.M. No. 12/06/90-OL (S), Dt. 12.05.1994. ....	155
113. Delegation of enhanced Financial Powers to Ministries/Deptts. O.M. No. 10/04/E-(Coord)/85, Dt. 08.06.1988. ....	155
114. Creation for the Hindi Posts for Inspection and Monitoring, expressing views in Official Language Hindi by the invitees in Meetings, Conferences, Seminars and Translation of Codes/Manuals and other Procedural Literature. O.M. No. 13034/34/92-OL (C), Dt. 16.04.1992. ....	156
115. Ratio of Stenographers trained in Hindi Stenography against the post of Stenographers in Central Govt. Offices, Undertakings, Banks. O.M. No. 14012/07/87-OL (C), Dt. 28.01.1988. ....	157
116. Fixation of proportion of Hindi typists for the progressive use of Hindi and Official Language. O.M. No. 14012/14/87-OL (C), Dt. 01.02.1988. ....	158
117. Fixation of proportion for purchase of Devanagari typewriters for progressive use of Official Language Hindi. O.M. No. I/14013/09/89-OL (A-1), Dt. 09.02.1990. ....	159
O.M. No. 14012/19/90-OL (C), Dt. 19.12.1990. ....	160
118. Fixation of proportion of Hindi stenographers and Hindi Typists for the year 1990-91. O.M. No. 14012/12/89-OL (C), Dt. 09.02.1990. ....	160
119. O.M. No. 14012/14/90-OL (C), Dt. 28.01.1991. ....	161
120. O.M. No. 14012/06/92-OL (C), Dt. 12.02.1992. ....	161
121. O.M.No. 14012/01/93-OL (C), Dt. 22.01.1993. ....	161
122. O.M.No. 14012/06/92-OL (C), Dt. 19.06.1992. ....	162
123. Refixation of proportion of Devanagari type-writers/Hindi Typists/Hindi Stenographers and consolidation of orders issued so far in this regard. O.M.No. 14012/02/94-OL (C), Dt. 15.04.1994. ....	162
124. O.M.No. 14012/03/97-OL (P&U), Dt. 22.04.1997. ....	164
125. Minutes of 21st meeting of Central Hindi Committee under the Chairmanship of the Prime Minister held on Dec. 2nd 1987 action—on item No. 5.5(2). O.M.No. 17/05/88-OL (S), Dt. 06.04.1988. ....	1648
126. O.M.No. 09/05/90-OL (S), Dt. 13.11.1990. ....	165
127. O.M.No. 09/05/90-OL (S), Dt. 25.04.1991. ....	165
128. O.M.No. 09/02/97-OL (S), Dt. 15.04.1997. ....	166
129. O.M. No. 09/02/97-OL (S), Dt. 23.03.1999. ....	166

Sl. No.	PAGE No.
130. Minimum qualification regarding language for Translators. O.M.No. 13035/02/96-OL (P&C), Dt. 12.06.1996. ....	166
131. Forming cadre for the posts relating to the Official Language in the Departments/Offices/Organisations and Corporations reg. O.M.No. 09/02/97-OL (S), Dt. 14.08.1997. ....	167
132. Forming cadre for the post relating to the official Language in the Subordinate Offices of the Ministries/ Deptts. O.M.No. 09/05/99-OL (S), Dt. 28.09.1999. ....	167
133. Creation and filling up of minimum number of Hindi post for the implementation of Official Language Policy of the Central Govt. clarification reg. O.M.No. 13035/01/99-OL (P&C), Dt. 08.02.2000. ....	167
134. Forwarding of application of the personnel belonging to C.S.O.L.S. for ex-cadre posts— instructions reg. O.M.No. 09/05/99-OL (S), Dt. 23.02.2000. ....	168
135. Minimum number of Hindi post for the implementation of Official Language Policy of the Central Govt. in Ministries./Deptts./Offices. O.M.No. 15/04/2005-OL (S), Dt. 22.02.2005. ....	168
136. Provision of Raj Bhasha cadre in Subordinate/Attached offices/Undertakings/Establishments for promotion reg. O.M.No. 15/06/2005-OL (S), Dt. 07.04.2005. ....	168

#### CHAPTER-11

#### **Purchase of Govt. Publications, Hindi Magazines and Hindi books**

137. Purchase of Hindi books in the libraries of Central Govt. Offices. O.M.No. 20034/06/90-OL (Patrika), Dt. 05.03.1990. ....	170
138. Publication of Govt. Publications in bilingual form. O.M.No. 20034/53/92-OL (R&A), Dt. 17.07.1992. ....	171
139. Arrangement for help reference literature, glossaries and dictionaries etc. in the Central Govt. Offices. O.M.No. 20034/53/92-OL (R&A), Dt. 17.07.1992. ....	171
140. Purchase of books in other Indian Languages along with Hindi Books— Clarification reg. O.M.No. II/20015/21/94-OL (P), Dt. 06.01.1995. ....	172
141. Making house magazines and news letters more useful and effective reg. O.M.No. I/14011/01/96-OL (P-1), Dt. 12.07.1996. ....	172
142. O.M.No. 11015/16/2000-OL (Patrika), Dt.18.04.2003. ....	173
143. Purchase of latest dictionaries (English-Hindi & Hindi-English) and glossaries on different subjects in Ministries/Deptts./Subordinate/Attached offices/P.S.U's/Autonomous Bodies/ Training Institutes etc. O.M.No. 13011/08/2001-OL (P&C), Dt. 01.05.2001. ....	173
144. Purchase of Hindi books in the libraries of Central Govt. offices. O.M.No. 11011/15/2002-OL (R), Dt. 14.11.2003. ....	174
145. Implementing the decision of the Govt. on recommendations made by the Committee of Parliament on Official Language in the sixth part of its report regarding. O.M.No. 11011/14/2005-OL (R), Dt. 16.03.2005. ....	174

Sl. No.	PAGE No.
146. Implementing the decision of the Govt. on recommendation made by the Committee of Parliament on Official Language in the sixth part of its report regarding. O.M.No. 11011/4/2005-OL (R), Dt. 17.03.2005. ....	175
CHAPTER-12	
<b>Organizing Hindi Workshops/Conferences and Scientific &amp; Technical Seminars</b>	
147. Setting up workshops for the facilities of staff in Hindi-revision in the rates honorarium-regarding. O.M. No. 14025/06/89-OL (D), Dt. 15.2.2000 .....	176
148. O.M. No. 14034/16/2000-OL (Trg.), Dt. 19.03.2001 .....	176
149. To encourage presentation of Research Papers etc. in Hindi in Scientific and technical seminars, conference etc. and their publication in Scientific Journals. O.M. No. 20034/05/88-OL (R&D), Dt. 20.08.1990 .....	176
150. Organizing Hindi Workshops/conferences and all India Official Language Conferences—follow-up action on the recommendations of the Committee of Parliament on Official Language. O.M. No. 20034/53/93-OL (R&D), Dt. 31.05.1993. ....	177
151. Organizing Hindi Fortnight, 1998. O.M. No.I/14034/02/98-OL (P), Dt. 20.07.1998. ....	178
CHAPTER-13	
<b>Miscellaneous Orders</b>	
152. Disciplinary action against the person violating Official Language Provisions/Orders deliberately. O.M. No. 12010/03/89-OL (R), Dt. 22.08.1989. ....	179
153. Documentary films showing different aspects of Official Language Hindi. O.M. No. 20034/15/91-OL (R&A), Dt. 30.11.1992 .....	179
154. Supply of Annual Programme regarding the use of Official Hindi and ensuring its compliance. O.M. No. 20034/53/92-OL (R&A), Dt. 17.07.1992 .....	181
155. Assistance by members of C.S.O.L.S to other officers/Officials in their work in Raj Bhasha Hindi. O.M. No. 13034/25/95-OL (P&C), Dt. 24.04.1995 .....	182
156. Specific names of Desks/Sections of Deptt. of O.L. O.M. No. 13034/50/94-OL (C), Dt. 22.07.1994 .....	182
157. Preservation of basic records of Official Language Hindi in the National Archives of India. O.M. No. I/14011/01/95-OL (P-1), Dt. 12.02.1996. ....	182
158. Entries in the A.C.R.'s of the Officers of the C.S.O.L.S. cadre regarding their knowledge of modern electronic equipments. O.M. No. 08/01/96-OL (S), Dt. 13.03.1996. ....	183
159. Using Devanagri scripts in the names of Products, Plants and machinery by Institutions/Organizations. O.M. No. I/14034/01/98-OL (P-1), Dt. 14.05.1998 .....	183
160. Entries of outstanding official work done in Hindi to be made in the concerned officers A.C.R. reg. O.M. No. I/14013/03/94-OL (P-1), Dt. 11.11.2002 .....	184
161. O.M. No. I/14013/03/94-OL (P-1), Dt. 13.05.2003 .....	185
162. Honorarium for Articles Published in the Magazines of the Department of Official Language. O.M. No. 11014/18/2004-OL (P). Dt. 8.11.2004 .....	185
163. Prescribing requirement of possession of knowledge of Hindi during the period of probation-implementation of recommendations of the Committee of Parliament on Official Language. O.M. No. 13015/01/91-OL (D), Dt. 5.01.2005 .....	185

Sl. No.	PAGE No.
164. Giving Indian names to all the Companies/Bodies/P.S.U's. etc. and thereafter get them registered. O.M. No. I/20012/09/2004-OL (P-1), Dt. 07.04.2005 .....	186
165. Providing Hindi Prabodh, Praveen, Pragya and also Hindi typewriting and stenography text-books free of costs to the employees of P.S.U.'s/Banks/Autonomous/Organisations/Corporations etc. owned or controlled by Govt. of India. O.M. No. 12013/01/2005-OL (Trg.), Dt. 08.04.2005 .....	186
166. Training in Hindi being given to Central Govt. Employees to be completed by the end of the year 2005. O.M. No. 14034/17/2005-OL (Trg.), Dt. 09.06.2005. ....	187
167. Presidential orders on recommendations made by the Committee of Parliament on Official Language in seventh part of its report. O.M. No. 11011/05/2003-OL (R), Dt. 13.07.2005. ....	188

## CHAPTER-1

### CONSTITUTIONAL PROVISIONS REGARDING OFFICIAL LANGUAGE

#### Official Language Policy of the Union

CONSTITUTION OF INDIA— Part V(120), Part VI (210) and Part XVII

#### Part V

##### Language to be used in Parliament

120. (1) Notwithstanding anything in Part XVII, but subject to the provisions of article 348, business in Parliament shall be transacted in Hindi or in English:

Provided that the Chairman of the Council of States or Speaker of the House of the People, or person acting as such, as the case may be may permit any member who cannot adequately express himself in Hindi or in English to address the House in his mothertongue.

(2) Unless Parliament by law otherwise provides, this article shall, after the expiration of a period of fifteen years from the commencement of this Constitution, have effect as if the words "or in English" were omitted therefrom.

#### Part VI

##### Language to be used in the Legislature

210. (1) Notwithstanding anything in Part XVII, but subject to the provisions of article 348, business in the Legislature of a State shall be transacted in the Official Language or, Languages of the State or in Hindi or in English:

Provided that the Speaker of the Legislative Assembly or Chairman of the Legislative Council, or person acting as such, as the case may be, may permit any member who cannot adequately express himself in any of the languages aforesaid to address the House in his mothertongue. (This article is not applicable to Jammu & Kashmir)

(2) Unless the Legislature of the State by law otherwise provides, this article shall, after the expiration of a period of fifteen years from the commencement of this Constitution, have effect as if the words "or in English" were omitted therefrom:

"Provided that in relation to the Legislatures of the States of Himachal Pradesh, Manipur, Meghalaya and Tripura this clause shall have effect as if for the words "fifteen years" occurring therein, the words "twenty five years" were substituted.

#### Part XVII\*

### LANGUAGE OF THE UNION

##### Official Language of the Union

343. (1) The Official Language of the Union shall be Hindi in Devanagari script.

The form of numerals to be used for the official purposes of the Union shall be the international form of Indian numerals.

(2) Notwithstanding anything in clause (1), for a period of fifteen years from the commencement of this Constitution, the English Language shall continue to be used for all the official purposes of the Union for which it was being used immediately before such commencement:

Provided that the President may, during the said period, by order authorise the use of the Hindi Language in addition to the English Language and of the Devanagari form of numerals in addition to the international form of Indian numerals for any of the official purposes of the Union.

---

\* The provisions of the part shall apply to the State of Jammu and Kashmir only in so far as they relate to:—

- (i) the Official Language of the Union,
- (ii) the Official Language for communication between one State and another or between a State and the Union, and
- (iii) the language of the proceedings in the Supreme Court.

(3) Notwithstanding anything in this article, Parliament may by law provide for the use, after the said period of fifteen years, of—

- (a) the English language, or
- (b) the Devanagari form of numerals, for such purpose as may be specified in the law.

#### **Commission and Committee of Parliament on official language**

344. (1) The President shall, at the expiration of five years from the commencement of this Constitution and thereafter at the expiration of ten years from such commencement, by order constitute a Commission which shall consist of a Chairman and such other members representing the different languages specified in the Eighth Schedule as the President may appoint, and the order shall define the procedure to be followed by the Commission.

(2) It shall be the duty of the Commission to make recommendations to the President as to—

- (a) the progressive use of the Hindi language for the official purposes of the Union;
- (b) restrictions on the use of the English language for all or any of the official purposes of the Union;
- (c) the language to be used for all or any of the purposes mentioned in article 348;
- (d) the form of numerals to be used for any one or more specified purposes of the Union;
- (e) any other matter referred to the Commission by the President as regards the official language of the Union and the language for communication between the Union and a State or between the State and another and their use.

(3) In making their recommendations under clause (2), the Commission shall have due regard to the industrial, cultural and scientific advancement of India, and the just claims and the interests of persons belonging to the non-Hindi speaking areas in regard to the public services.

(4) There shall be constituted a Committee consisting of thirty members, of whom twenty shall be members of the House of the People and ten shall be members of the Council of States to be elected respectively by the members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

(5) It shall be the duty of the Committee to examine the recommendations of the Commission constituted under clause (1) and to report to the President their opinion thereon.

(6) Notwithstanding anything in article 343 the President may after consideration of the report referred to in clause (5), issue directions in accordance with the whole or any part of that report.

### **REGIONAL LANGUAGES**

#### **Official Language or Languages of a State**

345. Subject to the provisions of articles 346 and 347, the Legislature of a State may by law adopt any one or more of the languages in use in the State or Hindi as the language or languages to be used for all or any of the official purposes of that State :

Provided that, until the Legislature of the State otherwise provides 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.

#### **Official Language for communication between one State and another or between State and the Union**

346. The language for the time being authorised 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 :

Provided that if two or more States agree that the Hindi language should be the official language for communication between such States, that language may be used for such communication.

### **Special provision relating to language spoken by a section of the population of a State**

347. On a demand being made in that behalf the President may, if he is satisfied that a substantial proportion of the population of a State desire the use of any language spoken by them to be recognised by that State, direct that such language shall also be officially recognised throughout that State or any part thereof for such purpose as he may specify.

### **LANGUAGE OF THE SUPREME COURT, HIGH COURTS, ETC.**

#### **Language to be used in the Supreme Court and in the High Courts and for Act, Bills etc.**

348. (1) Notwithstanding anything in the foregoing provisions of this part, until Parliament by law otherwise provides—

- (a) all proceedings in the Supreme Court and in every High Court,
- (b) the authoritative texts—
  - (i) of all Bills to be introduced or amendments thereto to be moved in either House of Parliament or in the House or either House of the Legislature of a State.
  - (ii) of all Acts passed by Parliament or the Legislature of a State and of all Ordinances promulgated by the President or the Governor\*\*\* of a State, and
  - (iii) of all orders, rules, regulations and bye-laws issued under this Constitution or under any law made by Parliament or the Legislature of a State,

shall be in the English language.

(2) Notwithstanding anything in sub-clause (a) or clause (1), the Governor\*\*\* of a State may, with the previous consent of the President, authorise, the use of the Hindi language or any other language used for any official purposes of the State, in proceedings in the High Court having its principal seat in that State:

Provided that nothing in this clause shall apply to any judgment, decree or order passed or made by such High Court.

(3) Notwithstanding anything in sub-clause (b) of clause (1) where the Legislature of a State has prescribed any language other than the English language for use in Bills introduced in, or Acts passed by the Legislature of the State or in Ordinances promulgated by the Governor\*\*\* of the State or in any order, rule, regulation or bye-law referred to in paragraph (iii) of that sub-clause, a translation of the same in the English language published under the authority of the Governor\*\*\* of the State in the Official Gazette of that State shall be deemed to be the authoritative text thereof in the English language under this article.

#### **Special procedure for enactment of certain laws relating to language**

349. During the period of fifteen years from the commencement of this Constitution, no Bill or amendment making provision for the language to be used for any of the purposes mentioned in clause (1) of article 348 shall be introduced or moved in either House of Parliament without the previous sanction of the President, and the President shall not give his sanction to the introduction of any such Bill or the moving of any such amendment except after he has taken into consideration the recommendations of the Commission constituted under clause (1) of article 344 and the report of the Committee constituted under clause (4) of that article.

#### **Special Directives**

**350. Language to be used in representations for redress of grievances**—Every person shall be entitled to submit a representation for the redress of any grievance to any officer or authority of the Union or a State in any of the languages used in the Union or in the State, as the case may be.

**<sup>1</sup>[350A. Facilities for instruction in mother-tongue at primary stage**—It shall be the endeavour of every State and of every local authority within the State to provide adequate facilities for instruction in the mother-tongue at the primary stage of education to children belonging to linguistic minority groups; and the President may issue such directions to any State as he considers necessary or proper for securing the provision of such facilities.

**350B. Special Officer for linguistic minorities**—(1) There shall be a Special Officer for linguistic minorities to be appointed by the President.

---

\*\*\* The words "or Rajpramukh" omitted by the Constitution (Seventh Amendment) Act, 1956, s, 29 and Sch.

(2) It shall be the duty of the Special Officer to investigate all matters relating to the safeguards provided for linguistic minorities under this Constitution and report to the President upon those matters at such intervals as the President may direct, and the President shall cause all such reports to be laid before each House of Parliament, and sent to the Government of the States concerned.]

**Directive for development of the Hindi language**

351. It shall be the duty of the Union to promote the spread of the Hindi language to develop it so that it may serve as medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in other languages of India specified in the eighth Schedule, and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondarily on other languages.

**Schedule VIII**

[Art. 344(1) & 351]

*Languages*

- |              |              |               |
|--------------|--------------|---------------|
| 1. Assamese  | 2. Oriya     | 3. Urdu       |
| 4. Kannada   | 5. Kashmiri  | 6. Gujarati   |
| 7. Tamil     | 8. Telugu    | 9. Punjabi    |
| 10. Bengali  | 11. Marathi  | 12. Malayalam |
| 13. Sanskrit | 14. Sindhi   | 15. Hindi.    |
| 16. Manipuri | 17. Nepali   | 18. Konkani   |
| 19. Maithili | 20. Santhali | 21. Bodo      |
| 22. Dogri    |              |               |

## THE OFFICIAL LANGUAGES ACT, 1963

(Act No. 19 of 1963)

[10th May 1963]

**An Act to provide for the languages which may be used for the official purposes of the Union, for translation of business in Parliament, for Central and State Acts and for certain purposes in High Courts.**

BE it enacted by Parliament in the Fourteenth Year of the Republic of India as follows:—

1. **Short title and Commencement.**—(1) This Act may be called the Official Languages Act, 1963.

(2) Section 3 shall come into force on the 26th day of January, 1965 and the remaining provisions of this Act shall come into force on such date<sup>1</sup> as the Central Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of this Act.

2. **Definitions.**—In this Act, unless the context otherwise requires,—

- (a) "appointed day", in relation to section 3, means the 26th day of January, 1965 and in relation to any other provision of this Act, means the day on which that provision comes into force:
- (b) "Hindi" means Hindi in Devanagari Script.

3. **Continuance of English Language for official purposes of the Union and for use in Parliament.**—

(1) Notwithstanding the expiration of the period of fifteen years from the commencement of the Constitution, the English language may, as from the appointed day, continue to be used, in addition to Hindi,—

- (a) for all the official purposes of the Union for which it was being used immediately before that day, and
- (b) for the transaction of business in Parliament:

Provided that the English language shall be used for purposes of communication between the Union and a State which has not adopted Hindi as its Official Language:

Provided further that where Hindi is used for purposes of communication between one State which has adopted Hindi as its Official Language and another State which has not adopted Hindi as its Official Language, such communication in Hindi shall be accompanied by a translation of the same in the English language:

Provided also that nothing in this sub-section shall be construed as preventing a State which has not adopted Hindi as its official language from using Hindi for purposes of communication with the Union or with a State which has adopted Hindi as its official language, or by agreement with any other State, and in such a case, it shall not be obligatory to use the English language for purposes of communication with that State.

(2) Notwithstanding anything contained in sub-section (1) where Hindi or the English Language is used for purposes of communication—

- (i) between one Ministry or Department or office of the Central Government and another;
- (ii) between one Ministry or Department or office of the Central Government and any corporation or company owned or controlled by the Central Government or any office thereof;

<sup>1</sup> S. 5(1) comes into force on the 10 January, 1965 *vide* Notification No. S.O. 94, dated the 4th January, 1965, Gazette of India, Pt. II, Sec. 3(ii) p. 128. S. 6, comes into force on the 19th May, 1969, *vide* Notification No. S.O. 1945, dated the 14th May, 1989, Gazette of India, Pt. II, Sec.3 (ii), p. 2024 S. 7 comes into force on the 7th March, 1970, *vide* Notification No. S.O. 841, dated the 26th February, 1970, Gazette of India, Pt. II, Sec. 3(ii).

S. 5(2) comes into Force on the 1st Oct.1976, *vide* Notification No. S.O. 655(E), dated the 5th October, 1976, Gazette of India, Pt.II, Sec. 3 (ii), p. 1901.

<sup>2</sup> Substituted by Act 1 of 1968, section 2 for section 3.

- (iii) between any corporation or company owned or controlled by the Central Government or any Office thereof and another;

a translation of such communication in the English language or, as the case may be, in Hindi shall also be provided till such date as the staff of the concerned Ministry, Department, office or corporation or company aforesaid have acquired a working knowledge of Hindi.

(3) Notwithstanding anything contained in sub-section (1) both Hindi and the English language shall be used for—

- (i) resolutions, general orders, rules, notifications, administrative or other reports or Press communiques issued or made by the Central Government or by a Ministry, Department or office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company;
- (ii) Administrative and other reports and official papers laid before a House or the Houses of Parliament;
- (iii) contracts and agreements executed, and licences, permits, notices and forms of tender issued by or on behalf of the Central Government or any Ministry, Department or office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company.

(4) Without prejudice to the provisions of sub-section (1) or sub-section (2) or sub-section (3) the Central Government may, by rules made under section 8, provide for the language or languages to be used for the official purpose of the Union including the working of any Ministry, Department, section or office, and in making such rules, due consideration shall be given to the quick and efficient disposal of the official business and the interests of the general public and in particular, the rules so made shall ensure that persons serving in connection with the affairs of the Union and having proficiency either in Hindi or in the English language may function effectively and that they are not placed at a disadvantage on the ground that they do not have proficiency in both the languages.

(5) The provisions of clause (a) of sub-section (1), and the provisions of sub-section (2), sub-section (3) and sub-section (4) shall remain in force until resolutions for the discontinuance of the use of the English language for the purposes mentioned therein have been passed by the Legislatures of all the States which have not adopted Hindi as their official language and until after considering the resolutions aforesaid, a resolution for such discontinuance has been passed by each House of Parliament.

**4. Committee on Official Language.**—(1) After the expiration of ten years from the date on which section 3 comes into force, there shall be constituted a Committee on Official Language, on a resolution to that effect being moved in either House of Parliament with the previous sanction of the President and passed by both Houses.

(2) The Committee shall consist of thirty members, of whom twenty shall be members of the House of the people and ten shall be members of the Council of States, to be elected respectively by the members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

(3) It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purpose of the Union and submit a report to the President making recommendations thereon and the President shall cause the report to be laid before each House of Parliament and sent to all the State Governments.

(4) The President may, after consideration of the report referred to in sub-section (3), and the views, if any, expressed by the State Government thereon, issue directions in accordance with the whole or any part of the report:

<sup>1</sup>[Provided that the direction so issued shall not be inconsistent with the provisions of section 3.]

**5. Authorised Hindi translation of Central Acts, etc.**—(1) A translation in Hindi published under the authority of the President in the Official Gazette on and after the appointed day—

(a) of any Central Act or of any Ordinance promulgated by the President, or

(b) of any order, rule, regulation or bye-law issued under the Constitution or under any Central Act;

shall be deemed to be the authoritative text thereof in Hindi.

<sup>1</sup> Inserted by Act of 1968, section 3.

(2) As from the appointed day, the authoritative text in the English language of all Bills to be introduced or amendments thereto to be moved in either House of Parliament shall be accompanied by a translation of the same in Hindi authorised in such manner as may be prescribed by rules made under this Act.

**6. Authorised Hindi translation of State Acts in certain cases.**—Where the Legislature of a State has prescribed any language other than Hindi for use in Acts passed by the Legislature of the State or in Ordinances promulgated by the Governor of the State, a translation of the same in Hindi, in addition to a translation thereof in the English language as required by clause (3) of article 348 of the Constitution, may be published on or after the appointed day under the authority of the Governor of the State in the Official Gazette of the State and in such a case, the translation in Hindi of any such Act or Ordinance shall be deemed to be the authoritative text thereof in the Hindi language.

**7. Optional use of Hindi or other official language in judgements etc., of High Courts.**—As from the appointed day or any day thereafter the Governor of a State may, with the previous consent of the President, authorise the use of Hindi or the official language of the State, in addition to the English language, for the purposes of any judgement, decree or order passed or made by the High Court for that State and where any judgement, decree or order is passed or made in any such language (other than the English language), it shall be accompanied by a translation of the same in the English language issued under the authority of the High Court.

**8. Power to make rules.**—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament while it is in session for a total period of thirty days which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of any thing previously done under that rule.

**9. Certain provisions not to apply to Jammu and Kashmir.**—The provisions of section 6 and section 7 shall not apply to the State of Jammu and Kashmir.

## **THE OFFICIAL LANGUAGE RESOLUTION, 1968**

### **Ministry of Home Affairs**

*New Delhi, the 18th January, 1968*

The following Government Resolution, as adopted by both Houses of Parliament, as hereby published for general information:—

#### **RESOLUTION**

"WHEREAS under article 343 of the Constitution Hindi shall be the official language of the Union, and under article 351 thereof it is the duty of the Union to promote the spread of the Hindi Language and to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India;

This House resolves that a more intensive and comprehensive programme shall be prepared and implemented by the Government of India for accelerating the spread and development of Hindi and its progressive use for the various official purposes of the Union and an annual assessment report giving details of the measures taken and the progress achieved shall be laid on the Table of both Houses of Parliament and sent to all State Governments;

2. WHEREAS the Eighth schedule to the Constitution specifies 14 major languages of India besides Hindi, and it is necessary in the interest of the educational and cultural advancement of the country that concerted measures should be taken for the full development of these languages;

The House resolves that a programme shall be prepared and implemented by the Government of India, in collaboration with the State Governments for the co-ordinated development of all these languages, alongside Hindi so that they grow rapidly in richness and become effective means of communicating modern knowledge;

3. WHEREAS it is necessary for promoting the sense of unity and facilitating communication between people in different parts of the country that effective steps should be taken for implementing fully in all States the three-language formula evolved by the Government of India in consultation with the State Government;

This House resolves that arrangements should be made in accordance with the formula for the study of a modern Indian language, preferably one of the Southern languages, apart from Hindi and English in the Hindi speaking areas and of Hindi alongwith the regional languages and English in the non-Hindi speaking areas.

4. AND WHEREAS it is necessary to ensure that the just claims and interest of people belonging to different parts of the country in regard to the public services of the Union are fully safeguarded;

This House resolves—

- (a) that compulsory knowledge of either Hindi or English shall be required at the stage of selection of candidates for recruitment to the Union services or posts except in respect of any special services or posts for which a high standard of knowledge of English alone or Hindi alone, or both as the case may be, is considered essential for the satisfactory performance of the duties or any such service or post; and
- (b) that all the languages included in the Eighth Schedule to the Constitution and English shall be permitted as alternative media for the All India and higher Central Services examinations after ascertaining the views of the Union Public Service Commission on the future scheme of the examinations, the procedural aspects and the timing.

Sd/-

R. D. Thapar,

*Joint Secretary to the Government of India.*

## **THE OFFICIAL LANGUAGES (USE FOR OFFICIAL PURPOSES OF THE UNION) RULES, 1976 (AS AMENDED, 1987)**

**G.S.R. 1052.**—In exercise of the powers conferred by section 8, read with sub-section (4) of section 3 of the Official Languages Act, 1963 (19 of 1963), the Central Government hereby makes the following rules, namely:—

**1. Short title, extent and commencement.**—(1) These rules may be called the Official Languages (Use for Official Purposes of the Union) Rules, 1976.

(2) They shall extend to the whole of India, except the State of Tamilnadu.

(3) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.**—In these rules, unless the context otherwise requires:—

(a) "Act" means the Official Languages Act, 1963 (19 of 1963);

(b) "Central Government Office" includes:—

(i) any Ministry, Department or office of the Central Government;

(ii) any office of a Commission, Committee or Tribunal appointed by the Central Government; and

(iii) any office of a corporation or company owned or controlled by the Central Government;

(c) "Employee" means any person employed in a Central Government office;

(d) "Notified Office" means an office notified under sub-rule (4) of rule (10);

(e) "Proficiency in Hindi" means proficiency in Hindi as described in rule 9;

\* (f) "Region A" means the State of Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan and Uttar Pradesh and the Union Territories of Delhi and Andaman and Nicobar Islands;

\* (g) "Region B" means the States of Gujarat, Maharashtra and Punjab and the Union territory of Chandigarh;

(h) "Region C" means the States and the Union territories other than those referred to in clause (f) and (g);

(i) "Working knowledge of Hindi" means working knowledge of Hindi as described in rule 10.

**3. Communications to States etc. other than to Central Government offices.**—(1) Communications from a Central Government office to a State or a Union territory in Region A or to any office (not being a Central Government office) or person in such State or Union territory shall, save in exceptional cases, be in Hindi, and if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof.

(2) Communication from a Central Government office:—

(a) to a State or Union territory in Region B or to any office (not being a Central Government office) in such State or Union territory shall ordinarily be in Hindi and if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof:

Provided that if any such State or Union territory desires the communications of any particular class or category or those intended for any of its offices, to be sent, for a period specified by the Government of the State or Union territory concerned, in English, or in Hindi with a translation in the other language, such communication shall be sent in that manner;

(b) to any person in a State or Union territory of Region B may be either in Hindi or in English.

---

\*Official Languages (use for official purposes of the union) Amendment Rules 1987 No. I/14034/10/87 O.L. (A-1), dated 9.10.1987.

(3) Communications from a Central Government office to a State or Union territory in Region C or to any office (not being a Central Government office) or person in such State shall be in English.

(4) Notwithstanding anything contained in sub-rules (1) and (2), communications from a Central Government office in Region C to a State or Union territory of Region A or Region B or to any office (not being a Central Government office) or person in such State may be either in Hindi or in English.

Provided that communications in Hindi shall be in such proportion as the Central Government may, having regard to the number of persons having working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine from time to time.

#### 4. Communications between Central Government Offices—

Communications—

- (a) between one Ministry or Department of the Central Government and another may be in Hindi or in English;
- (b) between one Ministry/Department of the Central Government and attached or subordinate offices situated in Region A, shall be in Hindi and in such proportion as the Central Government may, having regard to the number of persons having a working knowledge of Hindi in such offices, the facilities for sending communication in Hindi and matters incidental thereto, determine from time to time;
- (c) between Central Government offices situated in Region A, other than those specified in clause (a) or clause (b), shall be in Hindi;
- (d) by Central Government offices situated in Region A, Region B or Region C may be in Hindi or in English;

Provided that these communications shall be in Hindi in such proportion as the Central Government may, having regard to the number of persons having working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine from time to time;

- (e) between Central Government offices situated in Region B or Region C may be in Hindi or English:

Provided that these communications shall be in Hindi in such proportion as the Central Government may, having regard to the number of persons having working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine from time to time;

Provided that a translation of such communication in the other language shall:—

- (i) where that communication is addressed to an office in Region A or Region B, be provided, if necessary, at the receiving end;
- (ii) where the communication is addressed to an office in Region C, be provided along with such communication:

Provided further that no such translation in the other language shall be required to be provided if the communication is addressed to a notified office.

**5. Replies to communications received in Hindi.**—Notwithstanding anything contained in rules 3 and 4, communications from a Central Government office in reply to communications in Hindi shall be in Hindi.

**6. Use of both Hindi and English.**—Both Hindi and English shall be used for all documents referred to in sub-section (3) of section 3 of the Act and it shall be the responsibility of the persons signing such documents to ensure that such documents are made, executed or issued both in Hindi and in English.

**7. Applications, representations etc.**—(1) An employee may submit an application, appeal or representation in Hindi or in English.

(2) Any Application, appeal or representation referred to in sub-rule (1) when made or signed in Hindi, shall be replied to in Hindi.

(3) Where an employee desires any order or notice relating to service matters (including disciplinary proceedings) required to be served on him to be in Hindi, or, as the case may be, in English, it shall be given to him in that language without undue delay.

**8. Noting in Central Government offices.**—(1) An employee may record a note or minute on a file in Hindi or in English without being himself required to furnish a translation thereof in the other language.

(2) No Central Government employee possessing a working knowledge of Hindi may ask for an English translation of any document in Hindi except in the case of documents of legal or technical nature.

(3) If any question arises as to whether a particular document is of a legal or technical nature, it shall be decided by the Head of the Department or office.

(4) Notwithstanding anything contained in sub-rule (1), the Central Government may, by order specify the notified Offices where Hindi alone shall be used for noting, drafting and for such other official purposes as may be specified in the order by employees who possess proficiency in Hindi.

**9. Proficiency in Hindi.**—An employee shall be deemed to possess proficiency in Hindi if—

- (a) he has passed the Matriculation or any equivalent or higher examination with Hindi as the medium of examination; or
- (b) he has taken Hindi as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination; or
- (c) he declares himself to possess proficiency in Hindi in the form annexed to these rules.

**10. Working knowledge of Hindi.**—(1) An employee shall be deemed to have acquired a working knowledge of Hindi—

- (a) if he has passed—
  - (i) the Matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
  - (ii) the Pragya examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by that Government in respect of any particular category of posts, any lower examination under that scheme; or
  - (iii) any other examination specified in that behalf by the Central Government; or
- (b) if he declares himself to have acquired such knowledge in the form annexed to these rules.

(2) The Staff of a Central Government office shall ordinarily be deemed to have acquired a working knowledge of Hindi if eighty per cent of the Staff working therein have acquired such knowledge.

(3) The Central Government or any officer specified in this behalf by the Central Government may determine whether the staff of a Central Government office has acquired a working knowledge of Hindi.

(4) The names of the Central Government offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette:

Provided that the Central Government may if it is of opinion that the percentage of the staff working in a notified office and having a working knowledge of Hindi has gone below the percentage specified in sub-rule (2) from any date, it may, by notification in the Official Gazette, declare that the said office shall cease to be a notified office from that date.

**11. Manuals, Codes, other procedural literature, articles of Stationery, etc.**—(1) All manuals, codes and other procedural literature relating to Central Government offices shall be printed or cyclostyled, as the case may be, and published both in Hindi and English in diglot form.

(2) The forms and headings of registers used in any Central Government office shall be in Hindi and in English.

(3) All name-plates, sign boards, letter-heads and inscriptions on envelopes and other items of stationery written, printed or inscribed for use in any Central Government office, shall be in Hindi and in English:

Provided that the Central Government may, if it is considered necessary to do so, by general or special order exempt any Central Government office from all or any of the provisions of this rule.

**12. Responsibility for compliance**—(1) It shall be the responsibility of the administrative head of each Central Government Office—

- (i) to ensure that the provisions of the Act and these rules and the directions issued under sub-rule (2) are properly complied with; and
- (ii) to devise suitable and effective check points for this purpose.

(2) The Central Government may from time to time issue such directions to its employees and officers as may be necessary for the due compliance of the provisions of the Act and these rules.

FORM

*(See Rules 9 and 10)*

I hereby declare that I possess\*proficiency in Hindi/have acquired a working knowledge of Hindi in view of the following:—

Date:

.....

*Signature*

\*Delete whichever is not applicable.

## **IMPORTANT DIRECTIONS REGARDING OFFICIAL LANGUAGE POLICY**

- (1) Under section 3(3) of the Official Language Act, resolutions, general orders, rules, notifications, agreements, administrative and other reports or Press communiques should invariably be issued bilingually. For any violation the officer signing such documents will be held responsible.
- (2) The answers of question papers, except that of the compulsory paper of English, should also be allowed to be written in Hindi in recruitment examinations of subordinate services and such question papers should be made available both in Hindi and English. In interviews too, there should invariably be option to converse in Hindi.

The candidates should have the option to answer the question papers of all the in-service, departmental and promotion examinations (including all India level examinations) of all the Ministries, Departments of the Central Govt. and its attached and subordinate offices and of all corporations, undertakings, banks etc. owned or controlled by the Central Govt. in Hindi. The question papers should be set in both the languages (Hindi and English). Wherever interview is to be held, the candidate should have the option to answer in Hindi.

- (3) The scientists etc. should be motivated and encouraged to read their research papers in Hindi in all the scientific/technical seminars and discussions etc. The said research papers should relate to the particular subjects of the Ministry/Department and Office concerned.
- (4) Every type of training, whether of long-term or of short-term, should generally be imparted through Hindi medium in 'A' and 'B' regions. For imparting training in 'C' region the training material should be got prepared both in Hindi and in English and made available to the trainees in Hindi or in English as per their requirements.
- (5) So long as the prescribed targets regarding Hindi typists and Hindi stenographers are not achieved in the Central Govt. offices, only Hindi typists and Hindi stenographers should be appointed.
- (6) International Treaties and Agreements should invariably be got prepared both in Hindi as well as in English. There should be authentic translations of Treaties and Agreements entered into in other countries and they should be kept on file for record.
- (7) Under rule 10 (4), the following items of work should be done in Hindi in the branches of the scheduled banks—Demand drafts, payment orders to be issued on the application form filled by the customers in Hindi and on the application forms filled in English with the consent of the customers, all kinds of lists-returns, fixed deposit receipts, communications regarding cheque-book etc. entries in daily ledger, muster, dispatch book, pass book, entries in log book, work relating to priority areas security and customer services, opening of new accounts, writing of addresses on envelopes, work relating to travelling allowance, leave, provident fund, house building advance, documents related to medical facilities of the employees, agenda and minutes of the meetings.
- (8) Stationery items, name plates, notice boards, forms, procedural literature, rubber-stamps, invitation cards etc. of all the Ministries/Departments including Indian offices located abroad, should invariably be got prepared both in Hindi and English.
- (9) The officers of IAS and other all India services are imparted compulsory training in Hindi during their training in Lal Bahadur Shastri National Academy of Administration, Mussoorie so that they could make use of it in official work. However, most of the officers do not use Hindi in their official work after joining the service. As such officials/employees working under them do not get the right message. Consequently, Hindi is not used in official work to the extent required. It is the Constitutional obligation of senior officials of Ministries/Departments/Offices/Undertakings to make increasing use of Hindi in their official work. This in turn will motivate the officials/employees working under them, thereby giving impetus to the compliance of the Official Language Policy.

- (10) All the Ministries/Departments should widely promote and propagate the various incentive schemes of this department in their respective attached and subordinate offices in order to accelerate the use of Hindi, so that maximum number of officials/employees are benefited by these schemes and Hindi is increasingly used in official work.
- (11) Information pertaining to quarterly progress report should be made available to the Department of Official Language, Department in the prescribed proforma on E-Mail by the 15th of the month following the expiry of each quarter. Signed copy must be sent separately.
- (12) With a view to sensitizing the officials/employees about compliance of the Official Language Policy of the Govt., it is necessary that the review of progress made in the implementation of Official Language Hindi in Official work is not confined to the meeting of the Official Language Implementation Committees. In order to make its monitoring more efficient and effective, it is necessary to regularly discuss it in detail in every meeting convened by the administrative head of the Ministries/Departments/Offices and to include it as a standing item of the agenda.
- (13) The officers/employees handling Hindi work including training and workshops should also be provided good and sufficient space to sit in the office to facilitate them to discharge their duties properly.
- (14) Ministries/Departments/Offices etc. should regularly nominate their employees to the different training programmes of the Department of Official Language and direct them to be present in the classes regularly, to take training with devotion and sit in the examination. Any instance of discontinuing training or not writing the examination should be severely dealt with.
- (15) All translators should be provided with standard dictionaries (Hindi-English, English-Hindi) and other technical glossaries, so that they may use them in their translation work.
- (16) All the Ministries/Departments/Offices etc. should make available the facility of computer for the use of "Leela Hindi Prabodh, Praveen and Prgya" software etc. for the benefit of the officers/employees nominated for training in Hindi.
- (17) All the Ministries/Departments/Offices etc. should encourage original book writing in Hindi on subjects concerning their administrative responsibilities and take necessary steps to enrich their departmental glossaries.
- (18) All the Ministries/Departments/Offices etc. should direct all their training institutes to make provision of training in Rajbhasha Hindi at the same level as at the Lal Bahadur Shastri National Academy of Administration and generate necessary literature on their subjects so that after training the officers/employees should be able to do their work in Rajbhasha Hindi easily.
- (19) All the Ministries/Departments should use the Hindi words "अन्य भाषा भाषी" or "हिंदीतर भाषी" in place of the words "अहिंदी भाषी" in their official work and in their in-house magazines.

## CHAPTER-2

### POLICY ORDERS RELATING TO THE USE OF HINDI

**O.M.No. 13017/5/88 O.L. (C), dated 14.11.1988**

**Subject:**— Bilingualism in boards etc. put up at public places.

The Official Language Policy of the Central Government is applicable to the Ministries, Departments, attached and subordinate Offices, Undertakings, Banks and other financial institutions of the Central Government. The Office of a Commission, Committee or a Tribunal appointed by the Central Government is also covered under the definition of a Central Govt. office. It is obligatory for all such offices to use both Hindi and English languages in name plates, boards and all other items of work.

2. It has been brought to the notice of this Department that the words written in Devanagari on boards put up outside the offices housed in several Central Government buildings or the name plates put up outside the rooms are spelt wrongly. So effort is made even to get such mistakes corrected. These mistakes in Hindi words leave a very bad impression on those who have smattering knowledge of Hindi. This lowers down the prestige of Hindi as 'Rajbhasha'. It is, therefore, requested that all officers and employees of Central Government in general and Hindi Officers, Senior Hindi Officers and translators etc. in particular should see to it that whenever they find any mistakes in the words written in Devanagari on the boards or name plates put up outside their offices or rooms, earnest efforts are made to get them corrected immediately.

3. This Department may also please be informed of the action taken in this regard.

**O.M. No. 14012/8/88 .O.L. (C), dated 7.9.1988**

**Subject:**— Availability of Hindi books essential for training in Hindi medium in Training Institutions.

Instructions were issued vide this Department Office Memorandum No. 13034/50/87-OL (C) dated 11th November, 1987 that arrangements should be made to impart training in Hindi in all the training institutions of Central Government and these arrangements should come into effect in the training courses to be started after 1st January, 1989. For such an arrangement it is necessary that different types of training material is made available in Hindi also in addition to English and where translation of such material is not available, arrangements, should be made to get it translated well in time so that there may not be any difficulty in starting teaching through Hindi medium in the training courses to be started after 1st January, 1989. For such arrangements, translation of notes of lectures to be delivered in training classes should be got done by the concerned training institutes themselves. The codes, manuals etc. which are to be taught and which have not yet been translated should be sent to the Central Translation Bureau for translation on priority basis and the supplementary literature should be got prepared in time.

2. Apart from the codes and manuals, there may be some other books also in some of the training institutes which are taught in training centres and it is necessary that such books are made available in Hindi for facilitating teaching through Hindi medium.

3. All the Ministries/Departments of the Central Government are requested to let this Department know the numbers of books which are required to be translated for training courses conducted in Training Institutes under their control and the action taken so far to get those books translated. They are also requested to inform this Department about the action being taken to make such books available in Hindi and the time by which these could be made available in Hindi. It is requested that this information may be sent immediately.

**O.M. No. 12024/10/90- O.L. (B-II), dated 26.6.1990**

**Subject:**— Ensuring compliance of section 3(3) of the O.L. Act, 1963.

It is the statutory requirement for all the Ministries/Departments and their attached and subordinate offices, undertakings etc. that all the documents issued under the section 3(3) of the Official Languages Act, 1963 are issued by them bilingually i.e. in Hindi & English simultaneously. But it has been observed that in spite of the fact that attention has repeatedly been drawn towards this requirement, the aforesaid documents are being issued in English only by various

offices. It is obligatory that licences, permits, agreements, contracts etc. are prepared in Hindi as well. In some cases the Hindi version of such documents is issued so late that it becomes redundant. Out of the said documents general orders and circulars are required to be further circulated by other Ministries/Departments/Offices etc. and if they do not get the Hindi version simultaneously they themselves have to get it translated into Hindi. Thus on one hand there is wastage of time and labour, while on the other the authenticity and uniformity of translation are also not maintained. As a matter of fact, all such documents are required to be issued in Hindi & English simultaneously by the originating Ministry/Department.

All the Ministries/Departments etc. are therefore requested to issue all the documents coming under section 3(3) of the Official Languages Act in bilingual form simultaneously and it should also be kept in view that while issuing such documents, the Hindi version should precede the English one.

**O.M. No. 1/14034/8/88-O.L. (A-1), dated 31.5.1988**

**Subject:**— Codes/manuals etc. to be issued bilingually.

Rule 11(1) of the Official Languages Rules, 1976 framed under the Official Languages Act, 1963 provides that all manuals, codes and their Procedural literature relating to the Central Govt. Offices shall be issued bilingually in Hindi and English.

2. Generally, it has been noticed that the manuals, codes etc. relating to the Central Government are being printed only in English. This is contrary to the statutory requirements. All the Ministries/Departments of the Government of India were requested vide Department of Official Language O.M. No. 12012/5/76-OL(B) (Compilation of Orders relating to use of Hindi, their edition Order No. 44) dated 31-8-76 to issue necessary instructions to the presses and other offices under their control to fully implement the policy of the Govt. and not accept any material for printing in English only.

3. The Ministry of Urban Development are requested to issue instructions to their Publication Directorate that codes/manuals etc. should be received for printing only when they are sent in bilingual form as provided in Rule 11(1) of the Official Languages Rules, 1976.

4. A copy of orders issued in this regard may also please be sent to the Department for information.

**O.M. No. I/14034/4/90-O.L. (A-1), dated 31.7.1990**

**Subject:**— Issuing of Codes/Manuals etc. bilingually.

As the Ministries/Departments are aware, Rule 11 of the Official Languages (use for official purposes of the Union) Rules, 1976, provides that all manuals, codes and other procedural literature relating to Central Government offices shall be printed or cyclostyled and published both in Hindi and English in diglot form. Attention of the Ministries/Departments had again been drawn to this Rule vide this Department's O.M. No. 12012/5/76-OL(B) dated the 31st August, 1976 and they had been requested that printing of manual or forms only English was against the rule. They had also been requested to prepare the manuscripts of manuals, codes and forms bilingually and send them to the Printing Presses in diglot form. Ministries/Departments had also been expected to instruct the Printing Presses and other offices under their control to fully comply with the Government policy in this regard and not to send any material for publication in English only. The Ministry of Urban Development was requested vide this Department's O.M. No. I/14034/8/88-OL (A-1) dated 31st May, 1988 to issue instructions to their Publication Directorate that codes/manuals etc. should be received for printing only when they are sent in bilingual form. These instructions were also circulated to all Ministries/Departments with the request to send their material for printing to Government Presses bilingually. They were also expected to instruct their attached and subordinate offices suitably in this regard.

2. Doubts are being expressed that even now some Government publications are being brought out separately in English and Hindi. The Ministry of Urban Development and other Ministries/Departments are, therefore, requested to ensure full compliance of the above rule and instructions regarding bilingual printing of Government publications by Ministries/Departments, attached and subordinate offices, banks/undertakings etc. They may kindly acknowledge receipt of this Office Memorandum and also endorse to this Department a copy of the instructions issued to their attached/subordinate offices, etc. in this regard.

**O.M. No. 12024/2/92-O.L. (B-II), dated 6th April, 1992**

**Subject:**— Recommendations made in part IV of the report of the Committee of Parliament on Official Language—Strengthening of check-points and making them effective for ensuring compliance of the Official Language Rules.

The undersigned is directed to say that the Committee of Parliament on Official Language has recommended in part-IV of its report that in all the Ministries/Departments and their Attached/Subordinate Offices/Undertakings/Corporations etc.; administrative head of every office should, in accordance with Rule 12 of the Official Language Rules, 1976, solemnly discharge the responsibility in regard to devising effective check-points to ensure due compliance of the provisions of the Official Language Act, 1963 and the Rules made thereunder and should set up the check-points effectively. The recommendation of the Committee has been accepted and the decision of the Government has been communicated to all the Ministries/Departments vide their Department's Resolution No. 12019/10/91-O.L. (Imp.) dt. 28.1.1992.

2. While issuing OM No. 20014/5/87-O.L. (B-2) dt. 10.9.1987 regarding setting up the check-points effectively, Department of Official Language had requested all the Ministries/Departments that they should strengthen the check-points and make them effective for ensuring due compliance of the Official Language Rules and achieving the targets fixed in the Annual Programme.

3. In view of the above recommendation of the Committee of Parliament on Official Language, Ministries/Departments are again requested to devise the following check-points for ensuring compliance of the Official Language Rules and accelerating the progressive use of Hindi.

**1. Obligatory issuance of General Orders and other documents etc. in bilingual form**

The documents etc. mentioned in section 3(3) of the Official Language Act, 1963 (as amended in 1967), should be issued both in Hindi and English. For this, officer signing the document should ensure that the draft is not signed unless the required document is prepared in bilingual form. Besides this, the section where documents etc. are cyclostyled should be made a check-point and such documents should be cyclostyled only when they are accompanied with their Hindi/English translation. In addition to this, the section responsible for the dispatch of circulars etc. should ensure that these are being issued simultaneously in Hindi. While issuing such documents, it may be kept in view that the Hindi version is to be placed above/before the English version.

**2. Replies to the letters etc. received in Hindi**

It should be the responsibility of the officer signing the letters etc. to see that if any letter has been received in Hindi or if any application, appeal or representation has been signed in Hindi, then it should be replied to in Hindi.

**3. Letters etc. to be sent to the State Governments located in Regions 'A' and 'B'**

The despatch section should be made a check-point and it should be asked to ensure that the letters etc. to be sent to the State Governments located in regions 'A' and 'B' are accepted by it for despatch, only when they are in Hindi or accompanied with Hindi versions.

**4. Writing addresses in Hindi on the envelopes**

The despatch section should be made a check-point and it should be ensured that addresses on the envelopes to be despatched to the regions 'A' and 'B' are written in Devanagari script only.

**5. Purchase of Devanagari typewriters**

The Directorate General of Supplies and Disposals examines the indents received for the purchase of the typewriters to ascertain whether the target fixed for Devanagari typewriters is being kept in view or not. The departments, offices or undertakings which procure typewriters directly and not through DGS&D, should also devise such check-points. The officer placing the order for the purchase of typewriter should also devise such check-points. The officer placing the order for the purchase of typewriter should also see whether the target fixed for Devanagari Typewriter is being kept in view or not. They should also ensure that Roman Typewriters are not purchased till the target for Devanagari Typewriters is not achieved.

**6. Printing of Forms, Codes, Manuals and Gazette material**

Government of India Presses under the Ministry of Urban Development ensure that (a) Notifications, Rules, Resolutions to be published in the Gazette of India (b) codes, manuals, forms and headings of registers etc. are both in Hindi and English.

Material not sent in bilingual form is returned to the concerned Department by Dte. of Printing. Similar check-points should also be devised for the Presses established under all other Ministries/Departments of the Government of India and their Attached/Subordinate Offices, Undertakings etc., so that such material is not printed in English alone. Check-point should also be devised for the material which is to be got printed from non-Governmental Press.

#### **7. Preparing rubber stamps, name-plates, notice-boards etc. in bilingual form**

The officer-in-charge of the section responsible for preparing these items, should ensure that all the items listed in Rule 11 of the Official Language Rules, 1976 are prepared bilingually in Hindi and English (as well as in regional language, if necessary).

#### **8. Entries in Service Book**

The officer in-charge of the section responsible for making entry in the service-books of the employees, should be made responsible for ensuring that the entries in the service-books of the officers/employees working in regions 'A' and 'B' are made in Hindi. Such entries in region 'C' may, as far as possible, be made in Hindi. This fact should be checked while making entry in or signing the service-book.

#### **9. General responsibility**

It is the responsibility of the officer signing the letter or the document to see that the letters, circulars etc. required to be issued in Hindi or both in Hindi and English, are issued in that manner and documents prepared bilingually in Hindi and English are issued in that form, in accordance with the provisions of Official Language Act and the Rules made thereunder. The officer should, therefore, ensure before signing that such letters/circulars or documents are issued in Hindi or bilingually.

10. Ministries/Departments are requested to bring these points to the notice of all the Attached/Subordinate Offices/ Undertakings/Corporations etc. under their control for information/compliance. Copies of the directions issued in this regard may be sent to this department also.

#### **O.M. No. 12024/2/92-O.L. (B-II), dated 6th April, 1992**

**Subject:**— Recommendations made in the part IV of the report of the Committee of Parliament on Official Language— Ensuring compliance of section 3(3) of the Official Languages Act, 1963.

The undersigned is directed to say that the Committee of Parliament on Official Language has recommended in part IV of its report that full compliance of section 3(3) of the Official Languages Act, 1963 may be ensured in Ministries/ Departments and their Attached/Subordinate Offices/Corporations etc. and for this, an expeditious action may be taken on the recommendations regarding provision of such facilities as mentioned in part I of its report and to appoint officers and staff as per the norms laid down by the Department of Official Language. The recommendation has been accepted and the decision of the Government has been communicated to all the Ministries/Departments *vide* this Department's Resolution No. 12019/10/91-O.L. (Imp.) dt. 28.1.1992.

2. With a view to ensuring compliance of section 3(3) of the Official Language Act, Department of Official Language, while issuing the Office Memorandum No. 12024/10/90-(B-2) dt. 26th June, 1990, has requested all the Ministries/Departments etc. to issue all the documents falling under section 3(3), bilingually *i.e.* in Hindi and English simultaneously.

3. In view of the above recommendation of the Committee of Parliament on Official Language, all Ministries/Departments are again requested to ensure compliance of section 3(3) of the Official Language Act, 1963. All documents falling under section 3(3) should be issued in bilingual form only and while issuing such documents, it should be kept in view that the Hindi version is to be placed above/before the English version. The officer signing the documents coming under section 3(3) shall be responsible for ensuring that these documents are prepared and issued in bilingual form.

4. Ministries/Departments are requested to bring the above points to the notice of all the Attached/Subordinate Offices/Undertakings/Corporations etc. under their control for compliance. Copies of the directions issued in this regard may be sent to this department also.

**O.M. No. 12024/2/92-O.L. (B-II)-C, dated 21.7.1992**

**Subject:—** Recommendations made in the Fourth part of the Report of the Committee of Parliament of Official Language-Headings and Entries in the Registers and Service Books.

The undersigned is directed to say on the subject mentioned above that the Committee of Parliament on Official Language in the fourth part of its report has recommended that (1) the headings of the registers available in all the Govt. Offices and of the service books of all categories of officers and employees should be bilingual and the entries therein should be made in Hindi; (2) The badges/emblems etc. on the uniforms of all the Govt. officers and employees in all the regions should be bilingual; and (3) The addresses on the envelopes to be sent to regions 'A' and 'B' should, invariably, be written in Hindi. The decision of the Govt. accepting the recommendations of the Committee with partial modifications, has been intimated to all the Ministries/Departments of the Govt. of India *vide* the Resolution No. 12019/10/91-OL(Int), dated 28.1.1992 issued by the Department of Official Language.

2. In the O.M. No. 5/65/68-OL, dated 19.8.1968 and O.M. No. 11015/43/72-OL, dated 8.2.1974 respectively it has been ordered that entries in the Service Books in respect of Group 'C' and Group 'D' employees be made in Hindi. In the O.M. No. 1/14011/5/75-OL(A-I), dated 25.7.78 of this Department, directions have been issued regarding display of badges/emblems etc. in bilingual form. Regarding writing of addresses in Hindi on the envelopes to be set to the 'Hindi Speaking' regions orders have been issued in the O.M. NO. 12/50/62-OL, dated 30.7.1962 of the Ministry of Home Affairs.

3. In the perspective of the recommendations of the Committee of Parliament on Official Language, all the Ministries/Departments are requested to ensure that—(i) The entries in the registers, Service books to be maintained in the Central Govt. offices located in Regions 'A' and 'B' be made in Hindi and such entries in the offices located in region 'C' as far as possible be made in Hindi. (ii) The badges/emblems etc. on the uniforms of all the Govt. officers and employees in all the regions and the names etc. to be carved on the uniforms be prepared bilingually, both in Hindi and English; (iii) Addresses on the envelopes to be sent to regions 'A' and 'B', invariably be written in Hindi.

4. It is also requested that all the Ministries/Departments may bring the above mentioned information to the notice of their attached/subordinate offices/undertakings/corporations etc. for compliance. Directive issued in this regard may also be endorsed to this Department.

**O.M. No. 12024/2/92-O.L. (B-II)-4, dated 21.7.1992**

**Subject:—** Recommendations made in the fourth part of the report of the Committee of Parliament on Official Language-Concrete Steps to achieve the targets in respect of correspondance as stipulated in the Annual Programme and time-bound action on the report of the Committee of Parliament on Official Language.

The undersigned, on the subject cited above, is directed to say that the Committee of Parliament on Official language in the fourth part of its report has recommended that the letters received in Hindi should, invariably, be replied to in Hindi and the bindings laid down in the Official Languages Rules relating to original correspondence should be fully complied with; and the quantum of correspondence in Hindi with the Central Govt. Offices located in Region 'C' should also be increased. The Committee has also recommended that the telegrams issued by the Central Govt. Offices to the offices located in regions 'A' and 'B' should be in Devanagari Script and a beginning be made to send telegrams in Hindi in Region 'C' as well. The Committee has also recommended that necessary action may be taken immediately on the recommendations made in all the four parts of their report submitted by them. The copies of the paragraphs relating to Ministry-wise review of the use of Hindi in the Official work, carried out by the Committee, may be forwarded immediately to the concerned offices etc. and directions be issued for follow-up actions. The decision of the Govt. accepting the recommendations of the Committee, has been intimated to all the Ministries/Departments of the Govt. of India *vide* the Resolution No. 12019/10/91-OL (Int.), dated 28.1.92 of the Department of Official Language.

2. The Department of Official Language has been requesting all the Ministries/Departments from time to time that they should make all possible efforts in order to achieve the targets as stipulated in the Annual Programme issued by this Department. In the perspective of the above recommendations of the Committee, all the Ministries/Departments etc. are requested that they should take concrete steps in order to increase Hindi correspondence in their respective Ministries/Departments as well as in all their attached/subordinate Offices/Undertakings/Corporation etc., so that the targets stipulated in the Annual Programme are achieved. The Ministries/Departments are also requested to take requisite action immediately in a time-bound manner to comply with the recommendations made in all the four parts of the report of the Committee of Parliament on Official Language and the directives issued in this regard. All the four parts of the report of the Committee containing the paragraphs relating to the Ministry-wise review of the use of Hindi in the Official work carried out by the

Committee, have already been sent to all the Ministries/Departments. It is also, therefore, requested that they should carry out follow-up action in accordance with the details appearing in those paragraphs, in addition, necessary action may also be taken to fulfil the assurances given to the Committee during their inspections.

3. To ensure compliance in the perspective of the above recommendations of the Committee, it would be appreciable that the Ministries/Departments should include it as one of the items of the agenda for the meetings of the Official Language Implementation Committee and review it in each meeting. Achievements of the targets of the Annual Programme should also be reviewed in the meeting of the Official Language Implementation Committee. Those Ministries/Departments/Offices etc., who lag far behind the set targets, are advised to evolve a time-bound programme and ensure compliance of the recommendations of the Committee within a stipulated time-limit.

4. It is also requested that all the Ministries/Departments may bring the above mentioned information to the notice of all their attached/subordinate offices/undertakings/corporations etc. for compliance thereof. Directive issued in this regard may also be endorsed to this Department.

**O.M. No. I/20012/3/92-O.L. (A-1), dated 30.7.1992**

**Subject:**— Issue of agenda and minutes of the Ministries/Departments/Offices/Undertakings etc. situated in Region 'A', only in Hindi.

On the subject mentioned above the undersigned is directed to say that the Committee of Parliament on Official Language in its Report (Part-IV) has made, *inter-alia*, the following recommendation:—

**Recommendation No. 9(a)-Agenda/Minutes etc. of the Departmental meetings/conferences.**

The Committee has recommended that the agenda/minutes and other connected material for holding meetings, conferences and seminars by every office of the Government of India should be issued invariably in both the languages, i.e., Hindi and English.

This recommendation has been accepted with the modification that the agenda/minutes etc. and the related material to be circulated in Region 'A' may be issued only in Hindi.

2. In this context, attention of all the Ministries/Departments is invited to this Department's O.M. No. I/14034/6/88-OL(A-1) dated 20.6.1988, according to which agenda, agenda notes and minutes of the departmental and inter-departmental meetings of the Central Government offices/undertakings etc. located in Region 'A' may be issued only in Hindi if the concerned offices/undertakings so desire, provided they are to be circulated only in region 'A'.

3. In the light of the recommendation of the Committee of Parliament on Official Language and the decision of the Government thereon, all the Ministries/Departments are requested to bring the above instruction and decision to the notice of their attached and subordinate offices and companies/undertakings/nationalised banks etc. owned or controlled by the Central Government for implementation. The Department of Official Language may be informed of the action taken in this regard.

**O.M. No. 20016/1/92-O.L. (A-1), dated 9.8.1992**

**Subject:**— Specifying offices notified under Rule 8(4) of the Official Languages Rules, 1976 for use of Hindi alone.

Attention of all Ministries/Departments is invited to Rule 8(4) of the Official Languages Rules, 1976 according to which the Central Government may, by order, specify the notified offices where Hindi alone shall be used for noting, drafting and for such other official purposes as may be specified in the order, by employees, who possess proficiency in Hindi.

2. Under the above provisions, instructions were issued vide Department of Official Language's O.M. No. I/14013/9/87-OL(A-1) dated 23.11.1987 and O.M. No. I/14013/9/87-OL(A-1) dated 5.9.1988 that in all offices of the Central Government situated in Region 'A' and Region 'B' which have been notified under Rule 10(4) of the Official Languages Rules, 1976, all employees, who possess proficiency in Hindi, shall, with effect from 1.4.1988, submit drafts of the following categories of communications only in Hindi.

- (a) All communications to State Governments or U.T. Administrations in Region 'A' and Region 'B' and all offices, undertakings etc. of the Central Government situated in these regions or non-official persons in these regions,

(b) replies to all communications in Hindi, and

(c) replies to any application, appeal or representation from any employee written or signed in Hindi.

3. It has again been emphasized in the meeting of the Central Official Language Implementation Committee held on 13.12.1991 that all employees who possess proficiency in Hindi shall do all the work in Hindi in such specified offices.

4. All the Ministries/Departments are requested again to ensure the compliance of the above instructions and decisions and bring these to the notice of their attached and subordinate offices and companies, undertakings, nationalised banks, etc. owned or controlled by the Central Government for their compliance.

5. This Department may also be informed of the action taken in this regard.

**O.M. No. I/14013/7/94-O.L. (A-1), dated 18.5.1994**

**Subject:**—Working in Hindi by the Officers who are deputed to the Central Government Office from region 'A'.

A suggestion that the officers of All India Administrative and other services, who are from service cadres of States in region 'A' or have otherwise worked in these states, should be requested to work in Hindi when they are posted to Central Government offices on their appointment/deputation was discussed in the 23rd meeting of the Kendriya Hindi Samiti held under the chairmanship of Prime Minister on 24th July, 1993.

2. It was decided that those officers who want to work in Hindi should be encouraged to do so. The minutes of this meeting were circulated to all Ministries/Departments vide this Departments's Office Memorandum No. 1/20017/10/93-OL (A-1) dated the 20th December, 1993 for necessary action.

3. Orders issued in this behalf from time to time by this Department stipulate that Ministries/Departments should provide support and facilities by organising workshops etc. and implementing various incentive schemes in order to facilitate and encourage officers desirous of doing their work in Hindi. All Ministries/Departments are once again requested to take adequate effective steps to ensure that the above mentioned officers do their work in Hindi.

**O.M. No. 14034/4/92-O.L. (A-1), dated 26.8.1992**

**Subject:**—To ensure compliance of provisions of Official Languages Act, 1963 (as amended in 1967)—Obligatory publication of telephone directories in Hindi and English.

The undersigned is directed to draw the attention of the Ministry of Agriculture and all other Ministries/Departments etc. to Ministry of Home Affairs' O.M. No. 6/57/70-OL dated 7.1.1970 regarding requisitioning of Hindi version of telephone directories, wherein it was requested that maximum use of Hindi telephone directories should be made and at least one telephone directory in Hindi should be obtained for each such telephone which has an extension. In continuation of the said O.M., the Ministry of Home Affairs, Office Memorandum No. 1/38/70-OL dated 22.7.1971 may also be seen wherein there is a provision to direct offices, situated in Hindi speaking regions, to make maximum use of Hindi telephone directories. In the said O.M. there is also a provision that Ministries/Departments may send information regarding their requirement of Hindi telephone directories to the Department of Posts and Telegraph (new Department of Telecommunications) and also to Ministry of Home Affairs.

2. In this regard an Office Memorandum of even number dated the 26th August, 1992 has been sent to the Department of Telecommunications, a copy is enclosed.

3. It is requested that this Department may kindly be informed of the action taken in this regard.

**O.M. No. 14034/4/92-O.L. (A-1), dated 26.8.1992**

**Subject:**— To ensure compliance of provisions of Official Languages Act, 1963 (as amended in 1967)—Obligatory publication of telephone directories in Hindi and English.

As per section 3(3) of the Official Languages Act, 1963 (as amended in 1967), it is obligatory that all notices are issued in both Hindi and English languages simultaneously by the Department of Telecommunications. Notices regarding telephone numbers in various cities are published in newspapers. These notices compiled in telephone directories are given to the subscribers. It is, therefore, obligatory under the provisions of the Official Languages Act, 1963, to publish telephone directories in Hindi and English simultaneously. At present, the Hindi versions of telephone directories are published after the publication of English versions or are not published at all. It is violation of the Act.

2. In order to ensure compliance with the visions of the Official Languages Act, 1963, it is obligatory that Department of Telecommunications publish Hindi and English versions of telephone directories simultaneously. In fact, to increase the demand and utility of Hindi versions of the telephone directories, it would be better that telephone offices in different cities in regions 'A' and 'B' publish Hindi versions of telephone directories before the publication of English versions. A coupon, as it is affixed at present, on a separate paper in different colour, both in Hindi and English languages may be prepared and affixed on both the versions of the directory, wherein it may be asked whether the subscriber would like to obtain the next telephone directory in Hindi or English. It has also been decided that from the very beginning in regions 'A' and 'B', both the versions are published in equal numbers or in the ratio of 40:60 in Hindi:English and in the ratio of 30:70 in region 'C' in the beginning (later on, according to needs, in region 'C', the number for both the versions may be made equal).

3. The Department of Telecommunications is required to take requisite action under intimation to the Department of Official Language.

**O.M. No. 14013/2/96-O.L. (P-1), dated 6.5.1996**

**Subject:**— Use of languages on boardings in public places—regarding.

Ministries, offices of the Government of India, Attached and Subordinate Offices, Public Sector Undertakings, Nationalized Banks and other financial institutions are covered under the Official Language Policy of the Central Government.

2. The Official Language Policy of the Government provides for explicit orders regarding name plates/notice-boards etc., but no orders regarding hoardings have been issued so far. Several Public Sector Undertakings/Companies/Organizations of the Government make their products and services available in the economic and commercial system, and get hoardings made and installed for expanding their services in the market along with other communication media according to their requirements. Only English language is being used in most of these hoardings which is not in conformity with the Official Language Policy of the Union. After considering this situation, it has now been decided that in pursuance of the Official Language Policy, the hoardings made and installed should also be bilingual or trilingual, as the case may be. Where it is not possible to get all the hoardings made in trilingual form, it may be ensured that the hoardings installed in a particular area/city/suburb etc. should be made in all the two or three languages and the number of hoardings in each language should be the same. The use of English hoardings may be avoided if not required, but these hoardings should necessarily be in the official language of the state concerned and in Devnagari Hindi.

3. All the Ministries/Departments etc. of the Central Government are requested to bring the above orders to the notice of all Companies, Undertakings, Nationalized Banks and financial institutions owned by the Central Government for ensuring compliance with these orders. A copy of the instructions issued in this regard may please be forwarded to this department for information.

**O.M. No. I/16034/2/97-O.L. (P-1), dated 5.5.1997**

**Subject:**— Preparation and circulation of Agenda papers/Notes meant for the Committee of Secretaries, bilingually.

In the 66th meeting of the Central Official Language Implementation Committee held on 30th January, 1997, it has been unanimously decided that all Ministries/Departments of Government of India should prepare and send all agenda notes relating to the Committee of Secretaries, bilingually.

2. In view of above, all Ministries/Departments of Government of India are requested to ensure that all the agenda notes meant for the consideration of Committee of Secretaries are prepared and circulated in Hindi and English.

**O.M. No. I/14013/8/94-O.L. (A-1), dated 24.5.1994**

**Subject:**— Regarding Banners, Name plates, notice boards etc. to be displayed in national/international festivals and functions etc. in bilingual form (Hindi/English).

In the 23rd meeting of Kendriya Hindi Samiti held on 24th July, 1993 under the chairmanship of the Prime Minister the matter regarding display of banners, name plates, notice boards etc. in bilingual form (Hindi/English) in national/international festivals, functions etc. in accordance with the rules of official language was discussed.

Through instructions issued by Department of Official Language from time to time, various Ministries/Departments have been requested that Hindi, the Official Language of the country, should be given its due place in national and international conferences/functions and Hindi should be used in literature, circulars, banners, badges etc. prepared for

these events. The Department has already directed that both the languages (i.e. Hindi and English) should be used in signboards etc. in all functions and meetings to be held by various Ministries. Despite these instructions, it is observed in some cases that these instructions are not strictly complied with. All Ministries/Departments are again requested to ensure that both Hindi and English languages are used in banners, name plates, notice boards, literature, circulars, badges etc. in national/international festivals, functions etc.

**O.M. No. I/15016/4/97-O.L. (P-1), dated 9.6.1998**

**Subject:**— Use of Official Language Hindi in international conferences/functions.

- References:**
- (a) O.M. No. I/14034/7/79-OL (A-1), Dt. 27.07.1979.
  - (b) O.M. No. I/14034/6/85-OL (A-1), Dt. 28.01.1986.
  - (c) O.M. No. I/12024/6/87-OL (B-2), Dt. 20.04.1987.
  - (d) O.M. No. I/14013/8/94-OL (A-1), Dt. 24.05.1994.

Government have issued instructions from time to time in the past *vide* references mentioned above regarding the use of official language Hindi in international conferences/functions etc.

2. The matter of review of old instructions had been engaging attention of the Government for quite some time. After due consideration, it has now been decided that in supersession of all past instructions on the subject, new comprehensive guidelines be issued on this subject.

3. The undersigned is, therefore, directed to state that the previous instructions issued by the Department, as referred to supra, are hereby withdrawn with immediate effect and new guidelines, as per the following paras, be now followed:—

- (i) Conferences/meetings organized by UN Bodies and Bodies affiliated to it: The leader of Indian delegation will get his speech/address circulated in bilingual (Hindi/English) form and will also deliver his speech/address in Hindi, if he knows Hindi, provided that services of the interpreter have been arranged as required.
- (ii) Conferences/meetings organized formally by Global or Regional Organisations: If the conference/meeting is being organized in India and is being hosted by Government of India, the additional steps to be insured, besides those mentioned in para 3(1) supra, are use of both Hindi and English languages in banners, badges, name-plates, notice boards, etc.

If there is no formal and legal bar in this respect, the literature, circulars, agenda, minutes, press notes etc. should also be in bilingual (Hindi/English) form.

- (iii) Conferences/meetings of International Associations/Organisations and Bodies in which India is a participating member: The leader of Indian delegation will get his speech/address circulated in bilingual (Hindi/English) form and will also deliver his speech/address in Hindi, if he knows Hindi, provided that services of interpreter have been arranged as required.

If the conference/meeting is being organised in India and is being hosted by Government of India, the additional steps to be ensured are use of both Hindi and English languages in banners, badges, name-plates, notice boards etc.

If there is no formal and legal bar in this respect, the literature, circulars, agenda, minutes, press notes etc. should also be in bilingual (Hindi and English) form.

- (iv) Bilateral meetings/talks/negotiations etc. with other countries: The instructions as stated in paras 3(i) and 3(ii) supra should be followed, as applicable. Besides this, the bilateral agreements should be prepared and signed in bilingual form (Hindi and English).

4. The members of Indian delegation should, as far as feasible, use Hindi in conversation with their colleagues and counterparts during such events.

5. The Press conferences during the conferences/meetings being hosted by India should be addressed in Hindi and English.

6. All the Ministries/Departments of the Government of India are requested to render all necessary secretarial assistance and make arrangements like translators, interpreters etc. according to the above mentioned guidelines.

7. This O.M. may please be acknowledged.

**O.M. No. I/14034/02/2000-O.L. (Policy-1), dated 16.3.2000****Subject:**— Use of Official Language Hindi in international conferences/functions.**Reference:**— Office Memorandum No. 1/15016/04/97/O.L.(P-1) dated the 9th June, 1998.

The Government had issued directions through the above mentioned Office Memorandum dated 9th June, 1998 regarding the use of official language Hindi in the international conferences/functions and the use of Hindi by the members of Indian delegations in conversations with their co-members and equivalent officers during bilateral meetings/discussions/negotiations etc. Even after these clear orders, the directions are not being suitably complied with by the Ministries/Department.

2. During this golden jubilee year of Rajbhasha Hindi, it is again requested that the directions issued on 9th June, 1998. Rajbhasha Hindi should be fully complied with the Hindi given place of pride. Hindi must be used as much as possible in all international conferences/functions. With a view to according Official Language Hindi its well deserved status and respect, it is most essential that whenever the delegations of the country go abroad, the members should use Hindi voluntarily to the extent possible, in the conversations with co-members and equivalent officers. This not only glorifies the nation's image, but also enhances the nation's prestige and self-pride.

**O.M. No. 12019/1/99-O.L. (Impl.-2), dated 4.10.1999****Subject:**— Correspondence to State Govt. of persons in region 'A' & 'B' in Hindi

It has been noticed that the Ministries/Depts. and offices of the Central Government are communicating with the State Governments situated in Region 'A' in English, which is against Rule 3 of The Official Language Rules, 1976. This Rule provides that communications from a Central Government Office to a State or a Union Territory in Region 'A' or to any office not being a central govt. office or a person in such State or Union Territory shall, save in exceptional cases, be in Hindi, and if any communication is issued to any of them in English it shall be accompanied by a Hindi translation thereof. Accordingly to this provision the entire communication with the State of Bihar is required to be in Hindi.

All the Ministries/Departments of the Central Government are hereby requested to have communication with the State Governments and persons in Regions 'A' and 'B' along with the State of Bihar in Hindi only as per the prescribed targets.

All the Ministries/Departments of Central Government are requested to issue necessary instructions to their subordinate/attached offices, undertakings etc. to comply with the Official Language Rules and take serious view in case of any violation of these Rules.

**O.M. No. 13034/34/97-O.L. (P. & C.), dated 4.1.2002****Subject:**— Use of regional languages in forms, of public utility and in notice boards displayed for their information by Central Govt. offices located in Non-Hindi speaking areas.

The undersigned is directed to refer to the Department of Official Language O.M. No. 7/9/65-O.L., dated 25.3.68 (Copy enclosed) wherein, keeping in view the administrative requirement and convenience of the public, instructions have been issued regarding printing in Hindi, English and regional language, if it is different from Hindi, of forms such as money-order forms etc. of public utility by the Central Govt. Ministries/Departments etc. located in non-Hindi speaking areas. Similarly, instructions have also been issued *vide* Department of Official Language O.M. No. 1/14013/5/76-O.L.(A-1), dated 18.6.77 (Copy enclosed) regarding use of regional language, Hindi and English on notice boards etc. displayed for information of the public, by the Central Govt. offices located in non-Hindi speaking states.

2. Ministry of Finance etc. are requested to comply with the above orders and also ensure compliance by their attached/subordinate offices and Corporations, Undertakings, Banks etc. owned or controlled by them, spread all over the country.

**O.M. No. 7/9/65-O.L., dated 25.3.1968****Subject:**— Printing in regional languages of money order and other similar forms meant for use of public.

The undersigned is directed to say that according to para 7(a) of the Presidential order dt. 27th April, 1960, while formulating the programme for the progressive use of Hindi, in addition to English, in their local offices, the Central

Government Departments are required to keep in view the need for providing facilities to the local public by making available to them forms and departmental literature for their use in the regional language in as large a measure as practicable. According to the question of languages to be used for printing of forms intended for use by the public has been carefully considered.

2. In order to reconcile the administrative requirements and the needs of the public, it has been decided that,

- (i) Where it is possible, without unduly increasing the size of the forms, such forms should be printed in Hindi, English and the regional language (if it is different from Hindi). In such matters the question of extra expenditure should not be an important consideration.
- (ii) If any section in these forms are required to be filled in within a Central Government Office or are required for audit offices, such sections need not be translated into regional languages and should be printed in Hindi/English only.
- (iii) Longer forms, for example the income-tax and customs forms, should be printed separately in Hindi, English and the regional language. In these forms also the exception mentioned in (ii) above should apply.

3. The Ministry of Finance etc. are requested to take steps for carrying out the above instructions.

**O.M. No. 12021/1/94-O.L. (B-II), dated 22.7.1994**

**Subject:**— Working originally in Hindi.

It has been observed that the letters etc. are drafted originally in English and then their Hindi translation is done according to the requirements. As the result thereof the intent of the letter is not clear in its Hindi version and one is compelled to take recourse to its English version to understand the contents.

2. To redress the aforesaid situation, it has been decided that the documents required to be issued bilingually under the section 3(3) of C.L. Act, 1963 and the letters required to be issued only in Hindi under the O.L. Rules, 1976 should be drafted in Hindi originally by the employees proficient in Hindi Compulsorily and by the employee having working knowledge of Hindi to the possible extent in the offices notified under Rule 10(4) of the O.L. Rules, 1976. The English version of the aforesaid documents/letters may be arranged according to the requirements.

3. All employees proficient in Hindi are required to write notes relating to the aforesaid subjects in Hindi originally.

**O.M. No. I/14013/10/2004-O.L. (P-1), dated 31.12.2004**

**Subject:**— Use of Hindi words “अन्य भाषा-भाषी” or “हिन्दीतर भाषी” in place of Hindi words “अहिन्दी भाषी”.

It has come to the knowledge of Department of Official Language that a number of Ministries/Departments etc. of the Government of India have been using the Hindi words “अहिन्दी भाषी” for the States/persons, whose official language/mother-tongue is not Hindi. The Hindi words “अहिन्दी भाषी” has not been used anywhere in the Official Languages Act, 1963 and in the Official Languages Rules, 1976.

2. Hindi is the official language of the Union and the link language of the nation. Hence all the Ministries/Departments etc. of the Government of India are requested to use the Hindi words “अन्य भाषा-भाषी” or “हिन्दीतर भाषी” in place of words “अहिन्दी भाषी” in their official work and in their in-house magazines and also request their attached/subordinate offices, undertakings, banks etc. to take action accordingly.

CHAPTER-3  
**COMMITTEES RELATING TO OFFICIAL LANGUAGE  
HINDI ADVISORY COMMITTEES, TOLIC'S OLIC. ETC.**

**O.M.No. II/12013/3/90-OL (A-2), dated 16.5.1990**

**Subject:**—Furnishing of information regarding use of Hindi in Ministries/Departments and their Attached/Subordinate Offices/Undertakings in agenda for meetings of Hindi Salahkar Samitis.

The undersigned is directed to refer to this Department's O.M. of even No. dated the 5th February, 1990 and to say that the same may please be treated as cancelled.

2. The proforma prescribed for furnishing information regarding use of Hindi in the agenda of the meeting of the Hindi Salahkar Samitis have been circulated *vide* this Department's O.M. No. II/20003/2/87-OL(B-1) dated the 26th April, 1988/6th June, 1988. However, the proforma circulated *vide* O.M. dated 26.4.88 has since been slightly amended *vide* O.M. 20014/1/89-OL(B-2), dt. 16.1.90.

3. All Ministries/Depts. are accordingly requested to furnish information about the use of Hindi in their Hindi Salahkar Samiti meetings to be held in future in the proforma as stated above. About the use of Hindi in Ministries/Departments, the information may please be furnished in the proforma circulated with O.M. of dated 16.1.90 instead of O.M. dt. 26.4.88, as stated above, and in Attached Subordinate offices/undertakings in the proforma attached with the O.M. dated 26.4.88/6.6.88, as has also been intimated *vide* this Dept's O.M. No. II/21034/3/86-OL(A-2), dated 4/12.7.1988.

**O.M. No. II/20015/64/89-OL (A-2), dated 11.1.1990**

**Subject:**—Constitution of Hindi Advisory Committees and holding of their meetings—regarding.

Hindi Advisory Committees have been set up in various Ministries/Departments to advise on proper implementation of Official Language Policy of the Government of India. These Committees are chaired by the concerned Ministers and these are constituted in accordance with the guidelines formulated on the recommendations of the Central Hindi Committee (which is chaired by the Prime Minister). All Ministries/Departments have been advised *vide* this Department O.M. No. II/20015/45/87-OL(A-2), dated the 11/15th March, 1988 on various aspects of Hindi Advisory Committees, their functions and the number of non-official member and mode of their nomination. Clarifications in regard to nomination of non-official members of Hindi Advisory Committees were issued *vide* this Department O.M. of even number dated the 4th May, 1989 addressed to all Ministries/Departments, a copy of which is enclosed for ready reference.

2. As the Ministries/Departments are aware, 9th Lok Sabha has since been constituted. Consequently, it is necessary that two new Lok Sabha members should be nominated on the respective Hindi Advisory Committees. In addition, in the Ministry/Department where the term of the Hindi Advisory Committees has expired or where the Ministry/Department desires to re-constitute their Hindi Advisory Committees, they may forward their proposals for such re-constitution to the Department of Official Language for formal approval. They are also requested to consult the Department of Official Language on constitution of their Hindi Advisory Committees, but such consultation should take place before obtaining the orders of their Minister.

3. As Ministries/Departments are aware, minimum 4 meetings of Hindi Advisory Committees are required to be held in a year, i.e., one meetings should be held every quarter. It is, therefore, necessary that constitution/re-constitution of these Committees should be done at the earliest.

4. Receipt of this O.M. may please be acknowledged.

**O.M. No. II/ 20015/45/87-OL (A-2), dated 4.5.1989**

**Subject:**— Nomination of non-official members in Hindi Salahkar Samitis—clarification regarding.

Information about the revised system for constitution of Hindi Salahkar Samitis was circulated to Ministries/ Departments *vide* this Department's O.M. of even number dated 11th March, 1988. It was stated in that O.M. that the number of non-official members on these Salahkar Samitis should not exceed fifteen. These members should include two Members each from Lok Sabha and Rajya Sabha and two representatives of the Committee of Parliament on Official Language. A representative each from an all-India voluntary Hindi organisation and the Kendriya Sachivalaya Hindi Parishad should also be included. It was also provided in the guidelines attached at Annexure-2 to the said O.M. that three persons may be nominated by the Department of Official Language.

2. The position of non-official members in a Hindi Salahkar Samiti would thus be as follows:—

(1) Members of Lok Sabha	2
(2) Members of Rajya Sabha	2
(3) Members of Parliament nominated by the Committee of Parliament on Official Language	2
(4) Representative of the Kendriya Sachivalaya Hindi Parishad	1
(5) Representative of an all-India voluntary Hindi organisation engaged in publicising Hindi	1
(6) Scholars of Hindi and official language to be nominated by concerned Department.	4
(7) To be nominated by the Ministry of Home Affairs	3

---

Total Number of non-official members:	15
---------------------------------------	----

---

Ministries/Departments may please ensure before forwarding their proposals that they have only proposed membership as at S.Nos. 1 to 6 above. In case a proposal does not conform to this, the same would be sent back immediately with request to draft the same in accordance with the guidelines.

3. It has been observed that some Ministries/Departments send proposals for constitution of their committees for approval to this Department with membership of more than 15 non-officials proposed. Bio-data of the non-officials are also not forwarded with the proposals. In such situations this Department finds it difficult to decide about usefulness of the non-officials and convey approval of the proposals.

4. Ministries/Departments are, therefore, requested to ensure that the proposals referred to this Department contain only 12 names. This would make it possible to restrict the number of non-official members to 15 after nomination of 3 members by this Department. This limit should be strictly adhered to in view of the necessity to observe economy in expenditure in the present economic situation. Ministries/Departments are also requested to send the bio-data of the proposed non-officials, except Members of Parliament and representatives of Hindi organisations, while forwarding the proposals for constitution/re-constitution of the committees to this Department.

**O.M. No. II/ 20015/6/92-OL (A-II), dated 10.6.1992**

**Subject:**— Constitution of Hindi Salahkar Samitis and their meetings—regarding.

The undersigned is directed to state that the Committee of Parliament on Official Language has in its report (Part-IV) on the subject cited above made the following recommendation:—

**8(c) Hindi Advisory Committees**

The Committee has recommended that Hindi Advisory Committees should be constituted for each Ministry/Department separately. These should be reconstituted from time to time, at least four meetings should be held during a year and timely follow-up action should be taken in a concrete shape on the recommendations of the Committee.

2. This recommendation of the Committee of Parliament on Official Language has been accepted with the modification that a joint committee be constituted for comparatively smaller Ministries/Departments. However, separate committees may be constituted for other Ministries/Departments. In this connection, the Government's decision was conveyed vide this Department's Resolution No. 12019/10/91-OL(D), dated 28.1.1992

3. Attention of all the Ministries/Departments is invited to this Department's O.M. No. II/20015/45/87-OL(A-2), dated 11/15.3.1988 in which provisions for constituting Hindi Advisory Committees and guidelines have been issued. The said provisions provide for the constitution of 43 Hindi Salahkar Samitis in the various Ministries/Departments. Clarifications have also been issued to Ministries/Departments from time to time regarding the re-grouping of Ministries/Departments in the Hindi Salahkar Samitis in the changed context.

4. In the light of the recommendations of the Committee of Parliament on Official Language and the decision of the Government thereon, all the Ministries/Departments are requested to follow the revised provisions, guidelines and orders issued from time to time by the Department of Official Language for the constitution of the Hindi Salahkar Samitis. Those Ministries/Departments whose Hindi Salahkar Samitis have completed their term or whose Samitis are to be constituted otherwise may send their proposals to the Department of Official Language for its formal approval. As all the Ministries/Departments are aware that at least 4 meetings of these committees should be held in a year and at least one meeting should be held in a quarter.

5. The Department of Official Language may be informed of the action taken in this regard.

**O.M. No. II/20015/12/94-OL (A-2), dated 11.3.1994**

**Subject:**—Procedure for the constitution/re-constitution of the Hindi Salahkar Samitis of the Ministries/Departments—formal approval of the Department of Official Language.

The undersigned is directed to refer to the revised procedure issued under Department of Official Language's O.M. No. II/20015/45/87-OL(A-2), dated the 15th March, 1988 regarding the constitution of Hindi Salahkar Samiti of the various Ministries/Departments of the Government of India and to say that there is need to correctly follow the procedure laid down for the constitution/re-constitution of the Hindi Salahkar Samiti.

2. Ministries/Departments are aware that according to the decision taken in the meeting of the Kendriya Hindi Samiti, held under the Chairmanship of Prime Minister on the 2nd December, 1987, the number of non-official members of the Samitis should not be more than fifteen (15). Amongst these members, there should be two members from Lok Sabha, two members from Rajya Sabha, two members from the Committee of Parliament on Official Language. There should be one member each from the all India Hindi Institutions and the Kendriya Sachivalaya Hindi Parishad. The concerned Ministry/Department should nominate four non-official members. It is necessary for the Ministries/Departments to seek formal approval of the Department of Official Language. The formal approval of the Department of Official Language is to be obtained before the final approval of the concerned Minister is obtained.

3. All Ministries/Departments are requested that they should follow the correct procedure in the constitution/re-constitution of their Hindi Salahkar Samitis.

**O.M. No. II/20015/43/94-OL (P-1), dated 17.10.1994**

**Subject:**—Discussions in the last meeting of the earlier Hindi Advisory Committee of Ministries/Departments and review of the decisions taken during discussions in the first meeting of the reconstituted Hindi Advisory Committee.

Several Ministries/Departments have been requesting this Department for a clarification on whether the discussions held and decisions taken in the last meeting before the expiry of the three year term of Hindi Advisory Committees of various Ministries/Departments for making suggestions on streamlining the implementation of the Official Language Policy of the Government of India, should be taken up for review in the first meeting of the newly constituted committees.

2. The issue has been seriously considered in the Department of Official Language. The issue relates to the discussion held and decisions taken at the meetings of high level committees. The services of the Hindi Advisory Committees have been provided to the Ministries/Departments for the propagation of the Official Language Policy. It is, therefore, imperative that the advice and the decisions of these Committees should continue to be acted upon inspite of the re-constitution of the advisory committees. Therefore, the action taken on the minutes of the last meeting of the former committee should be taken up for review in the first meeting of the newly constituted committee.

3. All Ministries/Departments are requested to follow the above procedure in the meetings of their respective Hindi Advisory Committees.

**O.M. No. II/20015/12/97-OL (P-2), dated 19.3.1997**

**Subject:**— Clarification regarding nomination of non-official members to Hindi Advisory Committees.

The undersigned has been directed to refer to this Department's Office Memorandum No 11/20015/45/87-OL (क-2) dated 4th May, 1989 and to say that in the last para of the above mentioned memorandum, all Ministries/Departments had inter-alia been requested that while forwarding their proposal for the constitution/re-constitution of their respective Hindi Advisory Committees, the bio-data of the proposed non-official members besides the Members of Parliament and representatives of Hindi institutions should necessarily be furnished.

2. The proposals for constitution/re-constitution being received in the Department of Official Language at present do not include the bio-data of the 4 non-official members proposed by the concerned ministries. All Ministries/Departments are, therefore, again requested that whenever a proposal for the constitution/re-constitution of Hindi Advisory Committee is sent to this department for formal approval, it should invariably be accompanied by the bio-data of the 4 non-official members proposed by the ministries concerned.

**O.M. No. II/20015/9/97-OL (P-2), dated 30.4.1997**

**Subject:**— Revised arrangement for the constitution/re-constitution of Hindi Salahkar Samitis.

Department of Official Language had prescribed an arrangement *vide* its O.M. No.-II/20015/45/87-O.L.(A-2) dated 15 March, 1988 for constituting Hindi Salahkar Samitis in various Ministries/Departments of the Govt. of India.

2. Although, it was indicated in the arrangement that the points which should be taken into account at the time of selecting non-official members proposed by the Ministries/Departments, but it has been felt that there is a need for clear interpretation and orders for nominating four non-official members.

3. Therefore, after reconsidering the issue it has now been decided that each of the proposed four non-official members nominated in Hindi Salahkar Samitis by Ministries/Departments have to fulfill the following two conditions:—

- I. the proposed non-official member should be well-versed in the subject and should have sufficient knowledge of the scope of work performed by the concerned Department/Ministry; and
- II. In addition, nominated member should be devotedly engaged in writing or propagation/publication in official Language Hindi and in implementation of official language policy.

4. It has also been decided that at the time of sending the proposal of re-constitution of Hindi Salahkar Samiti, it will be obligatory on the part of Ministries/Departments to give brief introduction of the non-official members proposed by them to the Department of official language and also provide information as to how they fulfill both the aforesaid conditions.

5. All Ministries/Departments are requested to send proposal of re-constitution after considering the above points with immediate effect, so that unnecessary delay in the process of re-constitution could be avoided.

**O.M. No. II/21034/3/98-OL (P-2), dated 18.3.1998**

**Subject:**— Preparation of list for nomination of non-official member in the Hindi Salahkar Samitis of various Ministries/Departments.

Sir/Madam,

I am directed to say on the above subject that there is a provision to nominate three non-official members by the Deptt. of official language in each of the Hindi Salakhar Samitis of various Ministries/Departments. Qualifications for these non-official members should mainly be as follows:—

1. They should be well-versed in the subject and should have sufficient knowledge of the scope of the work by the Ministries/Departments, and

2. They should be devotedly engaged in writing propagation/publication in the official language Hindi and in implementation of official language policy.

2. A latest computerised list of Hindi scholars is being prepared by the Deptt. of Official Language for fulfilment of the above purpose. Hence, it is requested that if you are interested to be nominated as non-official member in any of the Hindi Salahkar Samitee, you may send your bio-data latest by 20.4.1998 in the enclosed proforma for consideration and inclusion of your name in the list.

#### **BIO-DATA**

1. Name
2. Address
3. Educational qualification in Hindi
4. Details of work done in Hindi
5. Give details, if you are a member of any Hindi Salahkar Samiti
6. Details with designation, if you are a member of any All India Institution engaged in the propagation of Hindi
7. Present Occupation

*Signature*

**O.M. No. II/21034/3/98-OL (P-2), dated 19.4.1999**

**Subject:**— Preparation of list for nomination of non-official members to Hindi Advisory Committees of various ministries/ departments.

Sir/Madam,

I am directed to say on the above mentioned subject that there is a provision for nomination of at the most three non-official members to the Hindi Advisory Committee of the various ministries/departments by the Department of Official Language. These non-official members should possess the following qualifications:—

1. Adequate exposure to and proper knowledge of the subjects handled and the area of activity of the concerned ministry/department; and
2. Involvement with utmost devotion towards writing/propagation/publication of Official Language Hindi and implementation of Official Language Policy.
3. Desirable-Graduate or post graduate degree in Hindi.

2. With a view to achieving the above objective, the Department of Official Language is preparing an updated computerized list of Hindi scholars. Therefore, if you are interested in having your name considered for inclusion in the Hindi Advisory Committee as a non-official member, kindly forward your bio-data to us according to the information required in the enclosed proforma by 30.4.99 so that your qualifications may be considered for including your name in the above mentioned list.

#### **PROFORMA**

1. Name and date of birth
2. Address (Permanent)  
(If address for communication is different, the same may also be indicated)
3. Educational Qualification in Hindi  
(Graduate or Post-Graduate Degree in Hindi)
4. Details of work done in Hindi
5. Give details, if you are a member of any Hindi Salahkar Samitee.
6. Details with designation, if you are a member of any All India Institution engaged in the propagation of Hindi.
7. Present Occupation
8. Name of the Ministry/Department of which you have experience/knowledge about its scope of work.

**O.M. No. 20015/7/98-OL (P-II), dated 2.6.1998**

**Subject:**— Grant of to-and-fro air fare to non-official members of Hindi Salahkar Samitis.

It was intimated by the Akhil Bharatiya Hindi Sanstha Sangh, New Delhi that non-official members specially the members of over-sixty years of age, who come from far-off places to Delhi to take part in the meetings of Hindi Salahkar Samitis face many difficulties while travelling by train and to avoid such difficulties they resort to air travel. Under these circumstances the Sanstha Sangh have requested for grant of air-fare to all such non-official members who take part in the meetings.

2. In this connection, it is stated that as per the provisions made in the Ministry of Finance O.M. No. F. 19024/7/82-E.IV, dated 8-10-82, the powers have already been delegated to the Secretaries of the Ministries/Departments to grant air fare to the following categories of non-official members:—

- (i) Retired Government Servants, who before their retirement were entitled to travel by air on official duty.
- (ii) Salaried employees of Universities Institutions, Autonomous Bodies, etc., who are entitled to travel by air.
- (iii) Private individuals, who are reputed experts in their own disciplines.

Non-official members of Hindi Salahkar Samitis fall under the category (iii) of the above sub-para. It is clear from the above that provision to grant air fare to such non-official members with the permission of the concerned Secretary already exists. All Ministries/Departments may, with the permission of concerned Secretary, grant facilities of air journey to the expert non-official members on merits and keeping in mind the preconditions contained in the above order.

**O.M. No. II/20015/9/2000 O.L. (P-2), dated 30.3.2000**

**Subject:**— Submission of correct figures regarding implementation of Official Language Policy in Hindi Advisory Committee meetings.

Review of the figures given in the progress report on the implementation of the Official Language Policy is one of the various items for discussion in the Hindi Advisory Committee meetings of the Ministries/Departments. Recently, the figures submitted regarding the use of Hindi in a Ministry and its Attached/Subordinate Offices/Undertakings etc. were found to be incorrect by the members during discussion at the Hindi Advisory Committee meeting of the ministry concerned. When asked by the Chairperson to explain the position, the officers concerned admitted that the figures were incorrect and had not been correctly submitted. The members expressed their displeasure on the incident. Since the meetings of the Committee are held after long intervals, submission of incorrect figures not only amounts to wastage of financial expenses and valuable time on holding these meetings, but also reflects gross negligence towards Official Language Hindi.

2. All Ministries/Departments furnish information regarding use of Official Language Hindi through quarterly progress reports etc. The responsibility for certifying these figures rests with the head of the office. Therefore, before signing such reports, the heads of offices should ensure the veracity of the figures furnished, so that correct figures are submitted to the Hindi Advisory Committees and useful discussions are held at the meetings.

**O.M. No. II/20015/8/2000 O.L. (P-2), dated 7.4.2000**

**Subject:**— Items for consideration at Hindi Advisory Committee meetings.

Hindi Advisory Committees are constituted in the ministries for streamlining propagation of Official Language Hindi. It has been observed that at times the issues taken up for discussion are different from the basic issues of Official Language implementation. Instructions in this regard have been issued earlier too. Ministries/Departments are, once again, requested to make all necessary preparations before Hindi Advisory Committee meetings are held and the following issues may be taken up for discussion in the course of the meeting and guidance of the committee sought:—

- (i) Discussion on items of quarterly progress report regarding implementation of Official Language Policy.
- (ii) Position regarding Hindi translation of Central Acts/Rules.
- (iii) Position regarding opting Hindi language in the in-service departmental and promotion examinations.
- (iv) Position regarding use of bilingual electronic equipment.
- (v) Making training material available to training institutes in bilingual form and imparting working knowledge to the trainers.
- (vi) Position regarding use of Hindi in attached/ subordinate offices/undertakings etc.

- (vii) Ratification of the minutes of the earlier meeting.
- (viii) Follow up action thereon.
- (ix) Noting in Hindi by senior officers.
- (x) Articles on subjects relating to ministries/departments in the magazines.
- (xi) Use of Hindi in departmental meetings.
- (xii) Organising workshops/ seminars on subjects relating to the ministries/departments.
- (xiii) Preparation of articles in Hindi on technical subjects.
- (xiv) Position regarding bilingual website and the information provided on the website.

2. In order to get useful suggestions from the members of the committee, the members should be informed about these items so that they may discuss these issue and make their suggestions. A copy of this letter may be sent to all members of the advisory committees for information.

**O.M. No.II/20015/4/2000-O.L. (P-2), dated 31.5.2000**

**Subject:—** Guidelines for the selection of Non-Official Members in Hindi Salahkar Samitis.

In Hindi Salahkar Samitis of the various Ministries/Departments, four scholars of Hindi and Official Language are nominated as Non- Official Members by the respective Ministries/Depts. In the guidelines for constitution/ re-constitution of Hindi Salahkar Samitis issued vide O.M. No. 11/20015/9/97-O.L.(P-2) dt. 30.04.1997, it had been clearly stated that the following conditions should be borne in mind while nominating such Non-Official Members:—

- (i) The proposed Non-Official Member must have sound and adequate knowledge of functions and relevant field of activities of the Ministry/Deptt. concerned.
- (ii) In addition to this, the nominated member must sincerely be associated with the writing or \spread propagation or publication in Hindi and implementation of the Official Laguage Policy.

2. It has been noticed that some persons are nominated as Non-Official Members of several Samitis of various Ministries/ Departments at a time, and due to this very reason it is not possible for them to do justice with their duties. With the result, many other eminent scholars, whose services may be beneficial for Salahkar Samitis of Ministries/Depts., are not in a position to contribute, since they are not nominated as Non- Official members. It has, therefore, been decided to inculde the following conditions to the ones already issued:—

- (i) No one should be nominated as the Non- Official Member of more than two Hindi Salahkar Samitis at a time (In order to ensure this each Ministry/Deptt. Should confirm, before nominating Non-Official Members, from such persons as to whether they are already members of Hindi Salahkar Samiti of any Ministry/ Deptt. or not ; and if so, the name of the respective Ministry/Deptt. and the date from which they are nominated as members).
- (ii) The Non-Official member should have a good reputation in the society and should be able to give useful and practical suggestions in a selfless manner for the spread and propagation of the Official Language Hindi.
- (iii) The four Non-Official Members to be nominated by the Ministries/Depts. should not be from among the members of Lok Sabha/Rajya Sabha and Legislative Assemblies/ Legislative Councils.
- (iv) The members to be nominated by the Deptt. of Official Laguage shall generally be from those States which do not have adequate respresentation in the Samiti.

3. All the Ministries/Depts. are requested to keep the above points in mind while constituting/ re-constituting their Hindi Salahkar Samiti.

**O.M. No. II/12013/1/98-O.L. (P-2), dated 9.2.1998**

**Subject:—**Suggestion/Clarification regarding Official Language.

The undersigned is directed to say that proposals/suggestions regarding official language policy are received from attached/subordinate offices/undertaking and other organisations from time to time and clarification and explanation is also sought about instructions issued by this Department. The matter has been considered in detail in this Department and it has been decided that in future suggestions etc. of different offices may be examined at the level of the concerned Ministries/ Departments and only, thereafter, that may be sent to the Department of Official Language for examination/clarification.

2. It should be clearly mentioned in the reference that the matter has been examined at the level of joint Secretary, incharge, Official Language.

**O.M. No. 12024/9/89-O.L. (B-2), dated 20.12.1989**

**Subject:**—Holding regular meetings of Town Official Language Implementation Committees and obligation for participation by senior officers in the meetings.

The decision to set up Town Official Language Implementation Committees in the towns having 10 or more offices of the Central Government was taken *vide* this Department's OM No. 1/14011/12/76-O.L. (Impl. 1) dt. 22.11.1976, the senior most officer of the Central Government in the town, is generally designated as the Chairman of this Committee.

2. Detailed information regarding functions of the Committee was given *vide* this Department's OM No. 12027/2/79-O.L. (B-1) dt. 3.9.79. Functions of the committee are mainly as under:—

- (a) To review the position regarding implementation of the Official Language Act/Rules and the orders issued by the Government of India to promote the use of Hindi in official work and implementation of the annual programme pertaining to the use of Hindi.
- (b) To discuss the measures for promoting the use of Hindi in the offices of the Central Government located in the town.
- (c) To review the position regarding availability of reference literature in Hindi, Hindi typewriters, typists and stenographers etc.
- (d) To discuss the problems relating to training in Hindi, Hindi typing and Hindi stenography.

3. It was also mentioned in the O.M. dated 3.9.1989 that all the offices of the Central Government located in the town would send the information regarding the progress made in implementation of the Official Language Act, Rules and the orders issued in this regard from time to time, to the Chairman of the Committee in the prescribed proforma in duplicate a week before the meeting. One copy may be sent to the Department of Official Language.

Attention is also invited towards the following items of agenda as mentioned in this department's OM No. 12027/39/88-O.L.(B-2) dt. 22.9.88 for special discussion:—

1. List of Central Govt. Offices/Undertakings, Nationalised Banks located in the town.
2. Agenda items.
3. Confirmation of the minutes of the last meeting.
4. Action taken on decisions arrived at in the last meeting.
5. Review of the figures sent by various offices keeping in view the prescribed targets for the following points:—
  - (a) Knowledge of Hindi of the employees and their training.
  - (b) Position of Hindi typing/stenography.
  - (c) Position of Hindi typewriters.
  - (d) Position of documents issued under section 3(3) of the Official Language Act.
  - (e) Position of letters received in Hindi.
  - (f) Position of correspondence.
  - (g) Position regarding Hindi workshop.
  - (h) Position of Hindi posts.
  - (i) Position of material being used in offices—forms, stamps, nameplates etc.
6. Position regarding Hindi Day/Week and other Hindi competitions during the year.
7. Position regarding compliance of the Annual Programme.
8. Any other item with the permission of the Chairman.

It is requested that above facts should be kept in mind while preparing agenda in future so that the discussions regarding progressive use of the Official Language Hindi in the meeting could be result-oriented.

4. Important discussions are made in the meetings of the committees and decisions on some policy matters have also to be taken therein, therefore, it had been emphasized *vide* this office O.M. No. 12027/1/83-O.L. (Vol-II) dt. 22.1.83 that the Heads of Office of the local offices should personally attend the meetings of these committees. If in some special circumstances, they are unable to do so, they may send some other senior officer only to attend such meetings.

5. With a view to reviewing the position regarding implementation of Official Language in various offices of the Govt. of India and monitoring the position regarding implementation of the Official Languages Act, 1963 and Official Language Rules, 1976 and extending their co-operation to Town Official Language Committees in organising the meetings of the Official Language Implementation Committees constituted in all other Central Govt. offices located in their regions, Regional

Implementation Offices under the Deptt. of Official Language are working in the following towns. The jurisdiction of these offices have been shown against their names:—

- |  |   |
|--|---|
| <p>1. Deputy Director (Imple.),<br/>Regional Implementation Office (West),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>6th Floor, Kendriya Sadan,<br/>Sector-10, Belapur,<br/>Navi Mumbai-400614</p>  | <p>1. Maharashtra<br/>2. Gujarat<br/>3. Goa<br/>4. Dadra &amp; Nagar Haveli (Union Territory)</p>   |
| <p>2. Deputy Director (Imple.),<br/>Regional Implementation Office (East),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs, 19th Floor,<br/>IInd Multistoreyed Building,<br/>234/4 Acharya J.C. Bose Road,<br/>Nizam Palace Campus, Kolkata-700020</p> | <p>1. West Bengal<br/>2. Orissa<br/>3. Bihar<br/>4. Andaman &amp; Nicobar Islands</p>   |
| <p>3. Deputy Director (Imple.),<br/>Regional Implementation Office (South),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>Kendriya Bhawan, 5th Floor, 'D' Wing,<br/>Kormangala, Bangalore-560002</p>  | <p>1. Andhra Pradesh<br/>2. Karnataka</p>   |
| <p>4. Deputy Director (Implementation),<br/>Regional Implementation Office (North),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>Room No. 302, C.G.O. Building,<br/>Kamla Nehru Nagar,<br/>Ghaziabad-201001</p>                                | <p>1. Punjab<br/>2. Haryana<br/>3. Uttar Pradesh<br/>4. Himachal Pradesh<br/>5. Chandigarh (Union Territory)<br/>6. Jammu &amp; Kashmir</p> |
| <p>5. Deputy Director (Imple.),<br/>Regional Implementation Office (North-East),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>Rajgarh Road, Y Lane-I,<br/>P.O. Shilpukhri,<br/>Guwahati-781003</p>   | <p>1. Assam<br/>2. Arunachal Pradesh<br/>3. Mizoram<br/>4. Tripura<br/>5. Nagaland<br/>6. Manipur<br/>7. Meghalaya<br/>8. Sikkim</p>        |
| <p>6. Deputy Director (Imple.),<br/>Regional Implementation Office (South-West),<br/>Villenesheril Bhawan, Perumanur,<br/>27/649-B, Mahatma Gandhi Marg, Ernakulam,<br/>Cochin-682015</p>  | <p>1. Kerala<br/>2. Tamil Nadu<br/>3. Pondicherry (Union Territory)</p>   |
| <p>7. Deputy Director (Imple.),<br/>Regional Implementation Office (Central),<br/>Department of Official Language,<br/>Ministry of Home Affairs,<br/>Room No. 206, Nirman Sadan,<br/>52A, Arera Hills<br/>Bhopal-462011</p>  | <p>1. Madhya Pradesh<br/>2. Rajasthan</p>   |
| <p>8. Deputy Director (Imple.),<br/>Regional Implementation Office (Delhi),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>A-149, Sarojini Nagar,<br/>New Delhi-110023.</p>  | <p>1. New Delhi</p>   |

6. It has been observed that the progress reports in the prescribed proforma from several member-offices are not received in the committees in time. As a result, the progress of the work relating to Official Language in these offices cannot be reviewed. It is, therefore, requested that arrangements may be made to send a list of such offices and the details of those offices whose Heads of Offices do not attend such meetings regularly, to the concerned Regional Implementation Office and the Deptt. of Official Language, so that this issue can be taken up with the concerned department. In this regard, it would also be appropriate that the Chairman of the committee should also invariably draw the attention of the concerned Head of office towards this matter.

7. It has also been observed that in some towns, the meetings of these committees are not held in time and all the concerned persons do not get information in this regard in time and as such, they cannot participate in the meeting. Therefore, the Chairman of all the Town Official Language Implementation Committees are requested to kindly ensure that the meetings of the Town Official Language Implementation Committees are held twice in a year at the interval of 6 months and the information in this regard may be sent to the Deptt. of Official Language, members and Regional Offices, at least one month in advance, so that Heads of all the Offices of the town and the officers of the Deptt. of Official Language may ensure their participation in such meetings.

8. It is requested in the above context that the meeting of the Town Official Language Implementation Committees may be organized from time to time keeping in view the various office memoranda issued by the Deptt. of Official Language and all the concerned persons should be timely informed. The agenda of the meeting and the minutes of the previous meeting may be sent in time to the Committee, all the members and the concerned Regional Implementation Office of the Deptt. of Official Language and the Dy. Secretary (Implementation).

**O.M. No. 12024/1/91-OL (B-II), dated 22.4.1991**

**Subject:—** Determining of criterion for the awards to be given to Town Official Language Implementation Committees for outstanding performance in the direction of increasing the progressive use of Official Language Hindi.

Town Official Language Implementation Committees have been set up in various towns of the country in order to increase the progressive use of Hindi in Central Government Offices/Undertakings/Banks etc. So far, 120 such committees have been functioning throughout the country. These Committees are contributing a lot towards increasing the progressive use of Hindi. With a view to organise the meetings of these committees in an effective manner and to create a healthy sense of competition such Town Official Language Implementation Committees, who make special efforts to increase the progressive use of Hindi are given awards in the Regional Official Language Conference. These awards are given keeping in view the facts that such as timely holding of meetings, result-oriented discussions in the meeting, proper follow up action on decisions taken in the meeting and creating favourable ethos for accelerating the progressive use of Hindi.

The following criterion has been fixed for determining the awards to be given to Town Official Language Implementation Committees:—

Sl. No.	Items	Marks
1.	Holding of Meetings by the Committee (Two meetings during a year regularly, according to the calender)	15
2.	Discussions on Agenda [According to the guidelines issued by the Department of Official Language (HQ)]	10
3.	Timely issue of Minutes of the Meeting	10
4.	Review of Quarterly Progress Reports in the meeting (No. of Reports/No. of Offices and discussions in the context of achieving the targets of the Annual Programme)	15
5.	Participation by member-offices/Administrative Heads of Offices in the meeting	20
6.	Follow-up Action on the Minutes of the Meetings.	10
7.	Other activities performed by the Committee like: Organising of Hindi contests, Hindi day celebrations and publication of Magazines etc.	20
TOTAL:		100

2. Detailed particulars for calculating the marks according to the above criteria have been given in the Annexure. This is being circulated to all Town Official Language Implementation Committees for information and necessary action. You are requested to bring it to the notice of all member-offices/undertakings/Banks etc.

**ANNEXURE**

**CRITERIA FOR AWARDS TO CHAIRMEN/SECRETARIES OF TOWN OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEES IN REGIONAL OFFICIAL LANGUAGE CONFERENCES**

SL. NO.	CRITERIA	MARKS
1.	<b>HOLDING OF MEETINGS BY THE COMMITTEE :</b>	15
(a)	Holding two meetings during a year according to the calendar issued by the Deptt. of Official Language	=15
(b)	Holding of two meetings in a year or according to the calendar	=13
(c)	Holding one meeting according to the calendar	=08
(d)	Holding one meeting but not according to the calendar	=05
(e)	Holding two meetings but not according to the calendar	=10
2.	<b>AGENDA :</b>	10
(a)	Preparing of agenda according to the D.O.L's O.M.No. 12027/39/88-OL(B.II) dt. 22-9-1988 & discussion thereon	=05
(b)	Result-oriented discussions on all items	=05
3.	<b>ISSUE OF MINUTES :</b>	10
(a)	Issue within 15 days of the meeting	=10
(b)	Issue within 16 to 30 days of the meeting	=08
(c)	Issue after 30 days of the meeting	=05
4.	<b>REVIEW OF QUARTELY PROGRESS REPORTS :</b>	15
(a)	Review of reports of more than 80% offices	=15
(b)	Review of reports of from 50% to 80% offices	=10
(c)	Review of reports of less than 50% offices.	=05
5.	<b>PRESENCE OF MEMBER-OFFICES/ADMINISTRATIVE HEADS:</b>	20
(a)	Presence of members more than 80% with more than 50% presence of Administrative Heads	=20
(b)	Presence of members more than 80% with less than 50% presence of Administrative Heads	=15
(c)	Presence of members between 70% to 80%	=14
(d)	Presence of members between 60% to 70%	=12
(e)	Presence of members between 50% to 60%	=10
(f)	Presence of members less than 50%	=06
6.	<b>FOLLOW-UP ACTION ON THE MINUTES :</b>	10
	Full marks will be given if the follow-up action is completed on all items before the next meeting. If action is not completed, marks will be reduced proportionately.	

SL. NO.	CRITERIA	MARKS
	For example, if follow-up action was required on 4 items and completed on 3 items then $3/4 \times 10 = 7 \frac{1}{2}$ marks will be given.	
7.	OTHER ACTIVITIES PERFORMED BY THE COMMITTEE:	20
(a)	Celebration of Hindi Day/Hindi Week by the member offices (if more than 80% offices have celebrated) 5 marks out of 5 will be given and 3 marks will be given for less than 80% offices)	=05
(b)	Holding of writing competition, noting drafting competition, Joint Workshops by the Committee	=05
(c)	Organising of Annual Function, Annual Programme or any other programme at Town level by the Committee & Publication of Magazines etc.	=05
(d)	Holding of 'RAJBHASHA SHIELD' by the Committee	=05
TOTAL		100

**O.M.No. 20002/5/91-O.L. (B-I), dated 2.5.1991**

**Subject:**— Fixation of Marks for Regional Official Language Conference Awards.

On the occasion of Regional Conferences, Central Government Offices, Banks and Public Sector Undertakings are awarded for their outstanding work in Hindi. With the approval of Secretary, Official Language, the following marks have been prescribed for various items on the basis of which these awards will be decided:—

SL. NO.	ITEM	MAX. MARKS.
1.	Training	30
2.	Reply of letters received in Hindi	20
3.	Compliance of Section 3(3)	20
4.	Correspondence in Hindi	60
5.	Specified under rule 8(4)	10
6.	Organisation of Hindi Workshops	15
7.	Availability of Mechanical Facilities in Devnagri	20
8.	Compliance of Rule 11	10
9.	Any other specific efforts—Magazine, Hindi Week etc.	15
TOTAL MARKS :		200

You are requested to keep in mind the above norms while recommending the awards to be given in Regional Conferences. You are also requested to circulate this letter to all concerned offices under your jurisdiction.

2. The above marks are in supersession of the norms contained in this office letter No. 20002/7/89-OL(B-I) dated 1.12.1989.

**O.M. No. 12024/6/94-OL (Imp-2), dated 7.4.1995**

**Subject:**— Reimbursement of expenditure to be incurred on the meetings of Town Official Language Implementation Committees.

I am directed to convey that Govt. of India has sanctioned an increase in amount to be incurred on TOLIC meetings in respect of small TOLICS from Rs. 1000/- per meeting to Rs. 1500/- per meeting (Rs. 3000/- per annum) and in respect of big TOLICS from Rs. 2000/- per meeting to Rs. 3000/- per meeting (Rs. 6000/- per annum) from 1995-96. The details of these committees are as under:—

(1) An amount of Rs. 6000/- per annum (Rs. 3000/- per meeting) to each Town Official Language Implementation Committee will be sanctioned to the committees of following 37 Towns in connection with the expenditure to be incurred on the meetings of these TOLICS:—

- |                         |                         |                         |
|-------------------------|-------------------------|-------------------------|
| 1. Calcutta (Office)    | 2. Patna (Office)       | 3. Port-Blair           |
| 4. Bhuvaneshwar         | 5. Ranchi               | 6. Guwahati (Office)    |
| 7. Ahmedabad (Office)   | 8. Kohlapur             | 9. Goa                  |
| 10. Nagpur (Office)     | 11. Pune (Office)       | 12. Bombay (Office)     |
| 13. Baroda (Office)     | 14. Indore (Office)     | 15. Gwalior             |
| 16. Jaipur (Office)     | 17. Jabalpur (Office)   | 18. Bhopal (Office)     |
| 19. Agra                | 20. Allahabad (Office)  | 21. Kanpur (Office)     |
| 22. Gorakhpur           | 23. Chandigarh (Office) | 24. Jammu               |
| 25. Dehradun            | 26. Lucknow (Office)    | 27. Varanasi            |
| 28. Simla               | 29. Srinagar            | 30. Bangalore (Office)  |
| 31. Mangalore (Office)  | 32. Mysore              | 33. Cochin (Office)     |
| 34. Hyderabad (Office)  | 35. Madras (Office)     | 36. Trivendrum (Office) |
| 37. Kandla (Gandhidham) |                         |                         |

(2) An amount of Rs.3000/- per annum (Rs.1500/-per meeting) to each Town Official Language Implementation Committee will be sanctioned to the committees of following 74 Town in connection with the expenditure to be incurred on the meetings of these TOLICS:—

- |                    |                 |                      |
|--------------------|-----------------|----------------------|
| 1. Cuttack         | 2. Durgapur     | 3. Dhanbad           |
| 4. Paradip Port    | 5. Bokaro       | 6. Burnpur           |
| 7. Muzaffarpur     | 8. Agartala     | 9. Aizwal            |
| 10. Imphal         | 11. Itanagar    | 12. Kohima           |
| 13. Gangtok        | 14. Dimapur     | 15. Shillong         |
| 16. Silchar        | 17. Amrawati    | 18. Aurangabad       |
| 19. Akola          | 20. Kandla      | 21. Chanderpur       |
| 22. Nasik          | 23. Bhavnagar   | 24. Rajkot           |
| 25. Verawal        | 26. Surat       | 27. Ajmer            |
| 28. Udaipur        | 29. Ujjain      | 30. Kota             |
| 31. Jodhpur        | 32. Dewas       | 33. Nimach           |
| 34. Bikaner        | 35. Raipur      | 36. Ratlam           |
| 37. Ambala         | 38. Aligarh     | 39. Amritsar         |
| 40. Izzatnagar     | 41. Karnal      | 42. Jullandhar       |
| 43. Jhansi         | 44. Ghaziabad   | 45. Patiala          |
| 46. Faridabad      | 47. Meerut      | 48. Mathura          |
| 49. Rohtak         | 50. Ludhiana    | 51. Hissar           |
| 52. Anantpur       | 53. Guntur      | 54. Tirupati         |
| 55. Belgaum        | 56. Warangal    | 57. Vijayawada       |
| 58. Vishakhapatnam | 59. Hubli       | 60. Ooti-Coonoor     |
| 61. Calicut        | 62. Cannanoor   | 63. Coimbatoure      |
| 64. Tiruchirapalli | 65. Pondicherry | 66. Palghat-Kozhikod |
| 67. Madurai        | 68. Salem       | 69. Trichur          |
| 70. Medikeri       | 71. Karwar      | 72. Mount-Abu        |
| 73. Reeva          | 74. Bhilai      |                      |

2. It should however be kept in view that in a TOLIC meeting expenditure on tea for two times & Lunch should not exceed Rs.14/- per head. The rest of amount can be spent on other sundry items of expenditure to be incurred in connection with the meetings. The Chairman can take a decision in this regard at his own level.

3. This Sanction issues with the concurrence of the Ministry of Home Affairs (Finance-II Branch) *vide* their U.O.No. 63(H)/95/Fin.II dated 6.3.95.

**O.M.No.12024/8/95.O.L. (Imp-1), dated 16.6.1995**

**Subject:—** To invite the officers of Central Hindi Training Institute/Sub-Institutes and Central Translation Bureau in the local meetings of Town Official Language Implementation Committees.

Under the Deptt. of Official Language O.M.No.20001/58/93-O.L.(B-2) Dated 13.6.94, instructions were issued for inviting the officers/Pradhyapaks of Hindi Teaching Scheme in the meetings, seminars, conferences etc. of the Town Official Language Committees in different towns.

In continuation of the above instructions, it has now been decided that in the local meetings of Town Official Language Implementation Committees, apart from the officers of Regional Implementation Offices, the officers of Hindi Teaching Scheme, Central Hindi Training Institute and Central Translation Bureau shall also participate as members. Therefore, the Chairmen of all Town Official Language Implementation Committees are requested to invite the officers of Central Translation Bureau/Regional Sub-Centres of Central Hindi Training Institute as members in the half-yearly meetings of the Committee.

Kindly acknowledge receipt of this O.M.

**O.M.No.12024/25/96.O.L. (Imp-2), dated 1996**

**Subject:—** Provision of telephone facility for the member secretaries of Town Official Language Implementation Committees.

The Town Official Language Implementation Committees are constituted to encourage and promote the progressive use of Hindi in the offices, undertakings and banks of central government throughout the country. At present 165 such committees are functioning in different cities over the country.

These committees are headed by one of the senior most officer of central government in the town while the member secretaries of committees are often senior Hindi officers/Hindi officers and the officers concerned with the official language.

It has been brought to the notice of the Department of Official Language, Ministry of Home Affairs that the member secretaries are often deprived of the telephone facilities. There is a tremendous increase in the work load of a Hindi Officer acting as Member-Secretary, because he had to be in constant touch with the different offices situated in the town, Regional Implementation Offices of the Department of Official Language and the Department of Official Language (Headquarter) New Delhi, regarding the organizing of meetings of committees. Therefore, it is imperative that they should be provided direct dialing facility and if feasible, telephone facility should be provided at their residences also.

In this connection, the reference of office memorandum No.19/10/84-O.L.dated 21.11.1994, is brought to the notice of the Ministries/Departments in which a request was made to provide telephone facility to senior Hindi officers/Hindi officers.

It is again requested that the Ministries/Departments should send a kind thought on providing the telephone facility to the member-secretaries/senior Hindi officers/Hindi officers of the Town Official Language Implementation Committees.

It is also requested that the directives of this office memorandum may be brought to the notice of the all Attached/Subordinate offices/Undertakings/Banks etc.

**O.M. No. 12024/2/97/.OL (Imp-2), dated February, 1997**

**Subject:—** Standard noting regarding constitution, activities and procedure etc. of Town Official Language Implementation Committees.

Town Official Language Implementation Committees have been constituted in various towns throughout the country for ensuring progress of implementation of the Official language. At present, 165 Town Official Language Implementation Committees are working in the country. Department of Official Language has issued directives from time to time regarding responsibilities of the Chairpersons/Member-Secretaries in order to speed up the activities of these committees.

2. A standard noting is enclosed for the update information and convenience of the Chairpersons/Member-Secretaries of Town Official Language Implementation Committees. This will prove to be useful in the management of the activities of the committee.

3. Detailed guidelines regarding Town Official Language Committees are given on pages 15—17 of the Manual for use of Official Language Hindi (Second edition).

Kindly acknowledge the receipt of this circular.

**Activities, procedures and basic objectives of Town Official Language Implementation Committees**

**Constitution:** According to Department of Official Language O.M. No. 1/14011/12/76 O.L. (d&1), dated 22.11.1976, Town Official Language Implementation Committees can be constituted in all such towns of the country where the number of the Central Govt. offices is 10 or more. The committees are constituted with the sanction of Secretary (OL), Govt.of India on the basis of proposals received from the Regional Implementation Offices of the Department of Official Language.

**Chairman:** The committees are presided over by one of the senior most officers of the offices of the central government/undertakings/banks etc. located in that town. Before being nominated, the willingness of the proposed Chairperson is obtained in writing regarding the chairmanship of the Committee.

**Membership:** Offices of the Central Government/Undertakings/Banks etc. located in the town are members of the committee. The senior most officers (administrative heads) of these offices are required to regularly attend the meetings of the committee.

**Member-Secretary :** The Chairman of the committee nominates a Hindi expert with his consent, to the post of Member-Secretary for the management of the secretariat of the committee. This Member-Secretary can be from his own office or from any other member-office. The Member-Secretary conducts the activities of the committee with their permission of the Chairman.

**Meetings:** Two meetings of these committees are held every year. The Department of Official Language keeps a calendar for the months in which these meetings are to be conducted. The information regarding conducting these meetings is intimated at the time of the constitution of the committee and the committee is expected to hold its meetings in the prescribed months.

**Representation:** The administrative heads of the Central Government Offices/Undertakings/Banks etc. take part in the meetings of these committees. The officers of the Department of Official Language (Headquarters) and its Regional Implementation Offices also represent the Department of Official Language at these meetings. A representative of one of the branches of the Central Secretariat Hindi Council located in the town and an officer of the Hindi Teaching Scheme are also invited to this meeting.

**Objective:** The need for a joint forum was felt to overcome the difficulties faced in promoting the progressive use of Hindi and implementation of the Official Language Policy in Central Government Offices/Undertakings/Banks etc. spread all over the country, so that all Offices/Undertakings/Banks etc. could sit together to discuss the problems. Consequently, the decision to constitute Town Official Language Implementation Committees was made. The main objective of constituting these committees is to review the implementation of the Official Language Policy in the Central Governments Offices/Undertakings/Banks etc., and to promote its use so that the problems arising in its implementation could be solved.

**Activities:** As per Department of Official Language O.M. No. 12027/2/79-OL (ख-1), dated 3.9.1979, the primary responsibilities of these committees are as follows:—

- (i) Reviewing the position regarding Official Language Act/Rules and orders issued by the Govt. of India relating to progressive use of Hindi in official work and the implementation of Annual Programme.;
- (ii) To consider the steps to be taken to increase the use of Hindi in Central Government Offices etc. in the town.
- (iii) To review the availability of reference literature in Hindi, Hindi typewriters, stenographers, typists etc; and
- (iv) To consider problems relating to training in Hindi language, Hindi typing and Hindi stenography.

Besides performing these primary functions, Town Official Language Implementation Committees run several incentive schemes, such as conducting Hindi related competitions, celebrating Hindi Day/week, conducting seminars etc. on Hindi, giving away prizes/letters of commendation to the offices doing outstanding work for progress of Hindi.

Directions regarding the items to be included for discussion in the agenda of the committee meetings have been given in the Department of Official language O.M. No. 12027/39/88-OL (ख-2), dated 22.9.88

**Classification and reimbursement amount for the meeting:** Committees having more than 100 offices as members are regarded as large committees, whereas those with less than 100 member are regarded as small committees. The Department of Official Language provides a reimbursement amount of Rs. 3000 per meeting to large committees and Rs. 1500 to small committees. Committees specially constituted for banks and undertakings are not provided with any reimbursement amount. An expenditure certificate (as per the proforma prescribed by the Deptt. of Official Language), regarding the expenditure incurred on the meeting of the committee, signed by the chairman of the committee should be sent to the concerned Regional Implementation Office of the Department of Official Language within 15 days from the date of holding the meeting.

**Award for the committee doing outstanding work:** According to Department of Official Language O.M. No. 12024/1/91-OL (ख-2), dated 22nd April, 1991, the Town Official Language Implementation Committees doing outstanding work in promoting the progressive use of Hindi are honoured with shields in Regional Official Language Conferences and

Indira Gandhi *Sheild* distribution functions and a letter of commendation is also awarded to the Member-Secretary of the committee.

**O.M. No. 12024/3/93-OL (B-II), dated 15.4.1993**

**Subject:—**Organising meetings of the Official Language Implementation Committee regularly and effectively.

For the purpose of effective implementation of the orders etc. relating to progressive use of Hindi for official purpose, issued from time to time it was decided by the Ministry of Home Affairs to set-up Official Language Implementation Committees in various Ministries/Departments of the Govt. of India vide O.M. No. 5/69/69-OL , dated 25.10.1969. In the above O.M., Ministries/Departments were requested to set-up Departmental Official Language Implementation Committees under the chairmanship of the Joint Secretaries, who have been entrusted with the responsibility of looking after the work relating to Hindi.

2. Deputy Secretaries/Under Secretaries/Section Officers, representing various Divisions of the Ministries/Departments, are to be nominated as members of these Committees, while the Hindi Officer/Assistant Director/Deputy Director(OL) concerned would function as member-secretary of the same.

3. Meetings of aforesaid Committees are to be organized quarterly under the chairmanship of the Joint Secretary of the concerned Ministry/Department. The items to be discussed in these meetings are as follows:—

- (a) **To review the quarterly reports relating to the progressive use of Hindi**—The reports received from all the sections/divisions of the Ministry/Department and its attached/subordinate offices/undertakings etc. are to be reviewed.
- (b) To review the targets achieved vis-à-vis the targets fixed in the Annual Programme for implementation of the Official Language Policy and to consider the ways and means to be adopted for achieving the goal.
- (c) To discuss about various incentive schemes, training programmes, teaching of Hindi, training of Hindi typing, stenography and organising Hindi Day celebrations etc.
- (d) To discuss at length the difficulties encountered in the implementation of orders relating to the use of Hindi and remedies thereof.
- (e) To review the follow-up action in respect of the orders issued in pursuance of the recommendations made in the report of the Committee of Parliament on Official Language.

Besides, various **incentive** schemes are also being run by the Official Language Implementation Committees, for the benefit of the Officers/employees performing commendable work in Hindi. [O.M. No. I/14013/10/79-OL(A-I), dated 20.9.1979]

4. Considering the importance of these Committees in the field of implementation of the Official Language policy, it was decided to set-up such Committees in attached/subordinate offices also (O.M. No. 4/41/70-OL Unit dated 12-10-1970). Ministries/Departments were also requested to have non-Hindi speaking members in adequate proportion in these Committees, keeping in view the constitution of the offices concerned. [O.M. No. I/14011/17/76-OL(A-I), dated 7.2.1977].

5. As per O.M. No. 5/2/71-OL Unit, dated 15.2.1971 and 23.6.1972, it is obligatory to invite the representatives of Kendriya Sachivalaya Hindi Parishad to the meetings of these Committees, where the branches of 'Kendriya Sachivalaya Hindi Parishad' are active. Similarly, senior officers of Hindi Teaching Scheme may also be invited to provide information relating to Hindi Teaching Scheme [O.M. No. I/14011/4/76-OL(A-I), dated 24.4.1976]. Ministries/Departments were also requested to invite one member relating to their respective Hindi Advisory Committee, as observer [O.M. No. II/20034/4/79-OL(A-I), dated 19.4.1979].

6. Representatives of the Department of Official Language also participate in the meetings of these Committees and give their suggestions for removing difficulties coming in the way of implementing the Official Language Policy. Eight Regional Implementation Offices have been set up by this Department in various parts of the country to promote the progressive use of Hindi. Concerned officers of these offices have been directed to participate in the meetings of the Official Language Implementation Committees of the Offices located in their regions and to give suggestions for implementation of the Official Language Policy therein.

7. It has come to the notice that the meetings of the Official Language Implementation Committees of various Ministries/Departments/Offices are neither presided over by officers of the appropriate rank nor these are conducted at regular intervals of 3 months. An O.M. No. 12024/11/87-OL (B-2) dated 21.1.1988 has also been issued, in this regard by

this Department. Besides, the Quarterly Progress Reports are also not thoroughly discussed upon in these meetings and as a result, the progress regarding the use of Hindi in the Ministries/Departments/Offices is not viewed properly. In order to make the decisions taken in these meetings more effective and result-oriented, the following steps are to be taken up:—

- (1) The meetings are to be organized at regular intervals of three months and these are to be presided over by the Joint Secretary of the concerned Ministry/Department. If due to some unavoidable circumstances the concerned Joint Secretary is not available, then the meetings may be chaired by an officer of equivalent or higher rank. Meetings of the 'Official Language Implementation Committees' of attached/subordinate offices are to be presided over by the Heads of the Departments concerned.
- (2) In these meetings, detailed discussions are to be taken-up on the Quarterly Progress Reports division-wise/section-wise/office-wise and emphasis should be given on achieving the targets laid down in the Annual Programme.
- (3) Intimation about the proposed date of the meeting must be given to the concerned members/officers and the Department of Official Language or the Regional Implementation Office concerned at least 15 days in advance (As far as possible, it may be confirmed on phone also).
- (4) All the Divisions of the Ministries/Departments are to be represented in the meeting by the officers of the rank of Dy. Secretary/Under Secretary/Section Officers concerned. Similarly representation of all Divisions/Sections may also be ensured in the respect of Attached/Subordinate offices.
- (5) The minutes of the meeting may be circulated in time and follow-up action thereon be taken within the shortest possible time (i.e. well before the commencement of the next meeting).
- (6) All the Ministries/Departments may direct their Attached/Subordinate Offices/Undertakings to organize meetings of their representative 'Official Language Implementation Committees'. Offices, where O.L.I.C.s have not yet been set up, may be advised to do so and the senior-most officer of the Office concerned be requested to preside over its meetings.
- (7) The Committee of Parliament on Official Language, in its Report-Part-IV, has recommended that O.L.I.C.s must be set-up in all the Offices, big or small, having a staff strength of less or more than 25 and the 'Head of the Office' concerned may be nominated as its Chairman. This recommendation has been accepted by the Govt. Hence, all the offices are now required to set-up these committees.

In this connection, I have been directed to request that all Ministries/Departments are to ensure the compliance of the aforesaid instructions. They are also requested to bring these instructions to the notice of their attached/subordinate offices and to send a copy of the instructions issued in this regard to this Department also.

**O.M. No. 12024/2/92-OL (B-II), dated 21.7.1992**

**Subject:—** Recommendations made in the fourth part of the report of the Committee of Parliament on Official Language— Constitution of the Official Language Implementation Committees and their meetings.

The undersigned, on the subject mentioned above is directed to say that the committee of Parliament on Official language in the fourth part of its report, has recommended that Official Language Implementation Committee, essentially be constituted in all the big or small offices irrespective of the fact whether the number of staff working therein is more or less than 25, and the Head of the office be nominated as its Chairman. The decision of the Government accepting the recommendations of the Committee, has been intimated to all vide Resolution No. 12019/10/91-OL (Int.) dated 18.1.1992 of the Department of Official Language.

2. The matter regarding constitution of the Official Language Implementation Committees was clarified by the Ministry of Home Affairs, *vide* its O.M. No. 11015/26/73-OL dated 29.1.74 that in the offices, where the staff working therein is 25 or more than 25, excluding Group 'D' employees, Official Language Implementation Committees be constituted and whether these Committees be constituted in other offices, it was left with the Ministries/Departments concerned to take decision themselves.

3. In the perspective of the above recommendation of the Committee now it is essential for all the Ministries/Departments that the Official Language Implementation Committee be constituted in every small and big office, irrespective of the fact whether the number of staff working therein is more or less than 25 and the Head of the office be nominated as its Chairman.

4. The Committee had also recommended that at least Six meetings of the O.L.I.C. so constituted in each office should be organized during a year. It was not considered feasible and therefore, this recommendation was not accepted. However, all the Ministries/Departments are required to ensure convening invariably, four meetings of the Official Language Implementation Committee regularly, one each in a quarter, during a year in their Ministries/Departments as well as in all their attached and subordinate offices etc.

5. It is also requested that all the Ministries/Departments may bring the above mentioned informations to the notice of all their attached/subordinate offices/undertakings/corporations etc. for compliance thereof. Directives issued in this regard may also be endorsed to this Department.

CHAPTER-4

**DEPARTMENTAL MEETINGS, PERIODICAL REPORTS & INSPECTION PROFORMA**

**O.M. No. 12012/1/92-O.L. (B-II), dated 16.4.1993**

**Subject:**— Updating of Inspection Proforma regarding progressive use of Official Language Hindi in respect of Ministries/ Departments and their attached/subordinate offices/undertakings etc.

The Department of Official Language conducts inspections of various Ministries/Departments and their attached/ subordinate offices/undertakings etc. from time to time with a view to assess the progressive use of Hindi for their official purpose. The inspection proforma has been suitably amended to maintain uniformity and comprehensiveness for filling up information during inspections. For this purpose, separate proformas are to be used by Ministries/Departments and their attached/subordinate offices, as well as undertakings etc. (A set of each of the proforma is enclosed herewith).

2. All the Ministries/Departments are requested to furnish the information required during their inspections by the officers of the Department of Official Language only in these forms. They are also requested to issue necessary instructions to their attached subordinate offices, in this regard.

3. A copy of the orders issued in this regard may be endorsed to this Department. The HINDI VERSION of this O.M. has already been issued on 26.3.1993.

**Proforma for Inspection of Ministries/Departments  
Use of Official Language Hindi**

**PART - 1  
General**

1. Name of the Ministry/Department . . . . .
2. Date of Inspection . . . . .
3. (a) Name and designation of the Raj-Bhasha Adhikari and his telephone number . . . . .
- (b) Name of the Hindi Officer & his Telephone number . . . . .

**PART - 2  
Information about last Inspection**

1. Date of last inspection . . . . .
2. Action taken on shortcomings of last Inspection—The details of items on which action is yet to be completed. . . . .

**PART - 3  
Information regarding meetings of Hindi Salahkar Samiti/O.L. Implementation Committee**

1. Total number of meetings of Hindi Salahkar Samiti held during the year till now and the date of the last meetings . . . . .
2. Total Number of meetings of Official Language Implementation Committee held during the year till now and the date of the last meeting (If meetings of Hindi Salahkar Samiti & Official Language Implementation Committee not held regularly, reason thereof) . . . . .

**PART - 4  
Work relating to O.L. Section/Unit**

1. Quarterly progress report for the period from \_\_\_\_\_ to \_\_\_\_\_ available in Ministry/Deptt.

2. Half yearly report available period from \_\_\_\_\_ to \_\_\_\_\_  
in respect of all attached/subordinate offices etc. of Ministries/Deptts.
3. (a) The attached/subordinate Offices etc. whose upto date report has not  
been received . . . . .
- (b) Efforts made to get the report from them . . . . .
- (c) whether the reports have been received and shortcomings pointed out  
to them . . . . .
- (d) whether follow up action is being taken to remove the shortcomings. .
4. (a) Total Sections from whom quarterly progress report was required to be  
received . . . . .
- (b) How many of them, have forwarded the report . . . . .
- (c) What action has been taken against those, who have not forwarded the  
report? . . . . .
5. Whether the reports received from Sections are reviewed by O.L. Section,  
before these are consolidated? If so, what action is taken in this regard?
6. Whether all codes, manual, forms etc. have been prepared in bilingual form?  
Give details. . . . .
7. (a) Comments after reviewing the basis of information relating to the  
inspection and quality of inspection done in respect of Attached/  
Subordinate office, etc. . . . .
- (b) Whether follow up action is being taken to remove the shortcomings  
noticed in the inspection. . . . .

#### **PART - 5**

#### **The Report regarding implementation of O.L. Act/Rules, Annual Programme and other orders by Inspecting Officer**

1. (a) Whether Section 3(3) is being implemented in toto, if not, the reasons  
therefor . . . . .
- (b) Whether any check-point has been prescribed for it, if not the  
suggestions for check point (after discussion with officers) . . . . .
2. (a) Whether all letters received in Hindi are being replied to in Hindi, if not,  
the reasons therefor . . . . .
- (b) Whether any check-point has been prescribed. If not, the suggestions  
regarding check-point (after discussion with officers) . . . . .
3. (a) The position of correspondence in Hindi. Whether prescribed targets  
have been achieved. If not, the reasons therefor. . . . .
- (b) Whether any check-point has been prescribed if not, the suggestions  
therefor (after discussion with officers) . . . . .
- (c) What efforts have been made to achieve the targets of percentage of  
Hindi letters in correspondence and suggestions in this regard (after  
discussion with Officers) . . . . .

- |  |                 |                      |
|--|-----------------|----------------------|
| <p>4. (a) The total number of Officers/employees, who do not possess the working knowledge of Hindi. . . . .</p> <p>(b) The number of Officers/employees nominated for training in Hindi. . . . .</p> <p>(c) The number of Officers/employees undergoing training in Hindi through correspondence course. . . . .</p> <p>(d) Whether roster has been made for training of remaining Officers/employees. . . . .</p>  | <p>Officers</p> | <p>Employees</p>     |
| <p>5. (a) Whether typists/stenographers are trained in Hindi typing/stenography in Ministry/Department as per target fixed in the Annual Programme. . . . .</p> <p>(b) The number of typists/stenographers nominated for training in Hindi typing/stenography. . . . .</p> <p>(c) What efforts are being made to achieve the specified targets of training of typists/stenographers? . . . . .</p> <p>(d) Whether any stenographer has been recruited after 20.8.1987. If so, whether he was trained in Hindi Stenography? In case Hindi Stenographers were not recruited, the reasons therefor. . . . .</p> | <p>Typists</p>  | <p>Stenographers</p> |
| <p>6. (a) Whether devanagari typewriters are available as per specified target. . . . .</p> <p>(b) If not, whether only devanagari typewriters have been purchased after 27.11.87. . . . .</p>   |                 |                      |
| <p>7. Position of Hindi Noting/Drafting in Ministry/Deptt. . . . .</p>   |                 |                      |
| <p>8. (a) Which are the sections selected for doing cent percent Work in Hindi?</p> <p>(b) Whether these sections are actually doing cent percent Work in Hindi, except in case of correspondence with State Govt. &amp; Union Territories in Region 'C' and persons residing there . . . . .</p> <p>(c) If not, please indicate the extent upto which it is being done and efforts made to increase this . . . . .</p>  |                 |                      |
| <p>9. (a) Whether the office is notified under O.L.Rule 10(4). . . . .</p> <p>(b) If not, the percentage of employees possessing Working Knowledge of Hindi. . . . .</p> <p>(c) What efforts are being made to train 80% employees in Hindi and to notify the Office. . . . .</p>  | <p>Officers</p> | <p>Employees</p>     |
| <p>10. (a) The total number of Officers/employees possessing Working Knowledge of Hindi . . . . .</p> <p>(b) The number of those, who have not yet been trained in Workshops . . . . .</p> <p>(c) The number of trained in workshops during this year . . . . .</p>  |                 |                      |
| <p>11. (a) The total number of officers/employees possessing proficiency in Hindi</p> <p>(b) The number of those, submitting the drafts in Hindi in respect of subjects prescribed by Deptt. of O.L. . . . .</p> <p>(c) If all employees, who possess proficiency in Hindi, are not submitting the drafts in Hindi on prescribed subjects, please indicate what action is being taken to ensure the implementation of orders in this regard. . . . .</p>   |                 |                      |

- 12. (a) Whether all Name-plates, Notice Boards etc. are in bilingual form in Ministry/Department. . . . .
- (b) Whether all the Stamps used in Ministry/Department are bilingual? . .
- 13. (a) The number of electronic typewriters purchased during the period of inspection . . . . .
- (b) Whether these were all in bilingual form, if not, the reasons therefor . .
- (c) The number of computers purchased during the period of inspection. . . .
- (d) Whether all of these contain the facility for Working in Hindi? . . . . .
- (e) If not, the efforts made in this regard . . . . .
- 14. (a) Whether question-papers for departmental or promotional examinations organised by Ministry/Deptt. are being prepared bilingual and option has been given to write their answers in Hindi? . . . . .
- (b) If not, indicate the details of those examinations, where this facility is not provided and also indicate the action taken to provide these facilities in those examinations. . . . .
- 15. (a) The number and date of vacant Hindi posts in each category. . . . .
- (b) What action is being taken to fill up the vacant posts? . . . . .
- 16. (a) Whether any incentive scheme is there for doing original Work in Hindi?
- (b) The number of employees participating in it? . . . . .
- 17. (a) Whether any Shield Scheme has been implemented for Ministry/Deptt. and Attached/Subordinate Office/Undertaking? . . . . .
- (b) Whether the entries in the service books of Group A,B,C, and D employees of the regions A & B are being made in Hindi. . . . .
- (c) Whether entries in all the registers, maintained in the regions 'A' & 'B' are being made in Hindi. . . . .

**PART-6**

**Other Note-worthy steps taken by the Ministry/Department in the field of Implementation of Hindi.**

**PART -7**

**The detailed inspection of Sections**

- 1. Total number of Sections . . . . .
- 2. The number of Sections inspected in detail. (The inspection report of Sections may please be enclosed Section-wise separately in the prescribed proforma) . . . . .
- 3. Remarks of the Inspecting Officer . . . . .

Signature of the  
Inspecting Officer \_\_\_\_\_

The Name of the  
Inspecting Officer \_\_\_\_\_

**Proforma for Inspection of Attached/Subordinate Offices and  
Undertakings regarding use of Official Language Hindi.**

**PART 1**

**General**

1. Name & Address of the Office/Undertaking . . . . . :
2. Name of the concerned Ministry/Department . . . . . :
3. Date of Inspection . . . . . :
4. Name & Designation of the Raj Bhasha Adhikari and his  
telephone number . . . . . :
5. Name of the Hindi Officer & his telephone number . . . . . :

**PART 2**

**Information about Last Inspection**

1. Date of last Inspection . . . . . :
2. Action taken on shortcomings of the last inspection—The details  
of items on which action is yet to be completed. . . . . :

**PART 3**

**Work Relating to OL. Section/Unit**

1. Quarterly progress Report for the period from..... to.....  
available in office/Undertaking. . . . . :
2. Half yearly report available period from..... to.....  
in respect of all attached/subordinate offices etc. of . . . . . :
3. (a) The attached/subordinate Offices etc.  
Whose upto date report has not been received . . . . . :  
(b) Efforts made to get the report from them . . . . . :  
(c) Whether the reports have been received and shortcomings  
pointed out to them . . . . . :
4. (a) Total number of Sections/Units/Depts/Divisions etc. from  
whom quarterly progress reports was required to be received :  
(b) How many of them, have forwarded the report . . . . . :  
(c) What action has been taken against those, who have not  
forwarded the report? . . . . . :
5. Whether the reports received from Sections/ Units are received by  
O.L.Sections/Units before these are consolidated? If so, what  
actions is taken in this regard? . . . . . :
6. Whether all codes, manual, forms etc. have been prepared in  
bilingual form? Give details. . . . . :
7. (a) Comments after reviewing the basis of information relating to  
the inspection and quality of inspection done in respect of  
Attached/Subordinate office, etc. . . . . :  
(b) Whether follow up action is being taken to remove the short-  
comings noticed in the inspection . . . . . :

**PART 4****The report regarding implementation of O.L. Act/Rules,  
Annual Programme and other orders by Inspecting Officer**

1. (a) Whether Section 3(3) is being implemented in toto, if not, the reasons therefor . . . . .
  - (b) Whether any check-point has been prescribed for it, if not the suggestions for check point (after discussion with officers) . .
  2. (a) Whether all letters received in Hindi are being replied to in Hindi, if not, the reasons therefor . . . . .
  - (b) Whether any check-point has been prescribed. If not, the suggestions regarding check-point (after discussion with officers) . . . . .
  3. (a) The position of correspondence in Hindi. Whether prescribed targets have been achieved. If not, the reasons therefor. . . .
  - (b) Whether any check-point has been prescribed if not, the suggestions therefor (after discussion with officers) . . . . .
  - (c) What efforts have been made to achieve the targets of percentage of Hindi letters in correspondence and suggestions in this regard (after discussion with Officers) . . .
- Officers      Employees
4. (a) The total number of Officers/employees who do not possess the working knowledge of Hindi. . . . .
  - (b) The number of Officers/employees nominated for training in Hindi. . . . .
  - (c) The number of Officers/employees undergoing training in Hindi through correspondence course. . . . .
  - (d) Whether roster has been made for training of remaining Officers/employees. . . . .
- Typists      Stenographer
5. (a) Whether typists/stenographers are trained in Hindi typing/stenography in office/undertaking as per target fixed in the Annual Programme . . . . .
  - (b) The number of typists/stenographers nominated for training in Hindi typing/stenography. . . . .
  - (c) What efforts are being made to train typists/stenographers of the offices/undertakings/banks situated in regions 'A', 'B', & 'C' as per targets fixed for them. . . . .
  - (d) Whether any stenographer has been recruited after 20.8.1987. If so, whether he was trained in Hindi Stenography? In case Hindi Stenographers were not recruited, the reasons therefor.
    - \* (According to the proportion fixed for the region)
    - \*\* (The target relating to the training of stenographers is to be achieved by 31.3.1990) . . . . .
  6. (a) Whether devanagari typewriters are available as per specified target? . . . . .
  - (b) if not, whether only devanagari typewriters have been purchased after 27.11.1987. . . . .

7. (Position of Hindi Noting/Drafting in Office/Undertaking. . . . .
  8. (a) which are the sections selected for doing cent percent work in Hindi? . . . . .
  - (b) whether these sections are actually doing cent percent Work in Hindi except in case of correspondence with State Government & Union Territories in Region 'C' and persons residing there . . . . .
  - (c) If not please indicate the extent upto which it is being done and efforts made to increase this . . . . .
  9. (a) Whether the office is notified under O.L.Rule 10(4). . . . .
  - (b) If not, the percentage of employees possessing working knowledge of Hindi. . . . .
  - (c) What efforts are being made to train 80% employees in Hindi and to notify the office. . . . .
- Officers      Employees
10. (a) The total number of officers/employees possessing proficiency in Hindi. . . . .
  - (b) The number of those submitting the drafts in Hindi in respect of subjects prescribed by Deptt. of O.L. . . . .
  - (c) If all employees, who possess proficiency in Hindi are not submitting the drafts in Hindi on prescribed subjects, please indicate what action is being taken to ensure the implementation of orders in this regard. . . . .
- Officers      Employees
11. (a) The total number of officers/employees possessing working knowledge of Hindi . . . . .
  - (b) The number of those, who have not yet been trained in workshops. . . . .
  - (c) How many officers / employees participated in Hindi workshops during this year . . . . .
12. (a) The number of electronic typewriters purchased during the period of inspection. . . . .
  - (b) Whether these were all in bilingual form, if not, the reasons therefor . . . . .
  - (c) The number of computers purchased during the period of inspection. . . . .
  - (d) Whether all of these contain the facility for working in Hindi?
  - (e) If not, the efforts made in this regard. . . . .
13. (a) Whether all Name-plates, Notice Board, etc. are in bilingual form in Office/Undertaking . . . . .

- (b) whether all the Stamps used in Offices/Undertaking are bilingual? .....
- 14. (a) Whether question-papers for departmental or promotional examinations organised by office/undertaking are being prepared bilingual and option has been given to write their answers in Hindi? .....
- (b) If not, indicate the details of those examinations, where this facility is not provided and also indicate the action taken to provide these facilities in those examinations.....
- 15. (a) The number and date of vacant Hindi posts in each category.
- (b) What action is being taken to fill up the vacant posts? .....
- 16. (a) Whether any incentive scheme is there for doing original Work in Hindi? .....
- (b) The number of employees participating in it? .....
- 17. (a) Whether any Shield Scheme has been implemented for Attached/Subordinate Offices under the control of office/undertaking? .....
- (b) Whether the entries in the service books of Group A,B,C, and D employees of the regions A & B are being made in Hindi. . .
- (c) Whether entries in all the registers maintained in the regions 'A' & 'B' are being made in Hindi, in pursuance of O.M. No. 12024/2/92-OL(B-II), dated 21.7.1992.....

**PART 5**

**Other Note-worthy steps taken by the office/undertaking in the field of Implementation of Hindi.**

**PART 6**

**The detailed inspection of Sections/Units**

1. Total number of Sections/Units
2. The number of Sections/Units suspected in detail (The inspection report of Sections/Units may please be enclosed Section-wise separately in the prescribed proforma)
3. Remarks of the Inspecting Officer.

Signature of the \_\_\_\_\_  
Inspecting Officer \_\_\_\_\_

The Name of the \_\_\_\_\_  
Inspecting Officer \_\_\_\_\_

**O.M. No. 20003/2/87—OL (B-II), dated 13.7.1987**

**Subject:**— New Proforma for the Quarterly Progress Report regarding progressive use of Hindi for Ministries/Departments.

**Ref:**— Deptt. of Official Language O.M. No. 20033/1/85-OL (B-I), dated 15.4.86

Government of India has been getting from all the Ministries/Deptts. and Offices a Quarterly Progress Report to watch the progress made in the implementation of orders issued in regard to Official Language of the Union. This report is also reviewed at the meetings of the Official Language Implementation Committees. A proposal to amend the proforma of the report was discussed at the meeting of the Central Official Language Implementation Committee held on 27.5.87 under the Chairmanship of the Hindi Adviser to the Government of India and the Secretary, Department of Official Language. Accordingly, a copy of the revised proforma is enclosed. All Ministries/Departments and Offices are requested to send their quarterly progress reports in the new proforma. This proforma will be applicable from the quarter-ending June, 1987. As before this report should be sent to the Department of Official Language within a month after the expiry of every quarter.

The Department of Official Language will review the progress reports received from the Ministries/Deptts. The reports from the Subordinate Offices and Corporations/Companies should be reviewed by the concerned Ministry/Deptt.

This may please be noted that a consolidated progress report pertaining to Attached/Subordinate Offices/Companies/Corporations etc. is required to be sent to the Department of Official Language by the Ministry/Department concerned on half yearly (ending Sep. & March) basis instead of quarterly basis and offices concerned are not required to send a copy of the report to the Department of Official Language.

**Proforma for Quarterly Progress Report regarding progressive use of Hindi in Ministries/  
Departments of Central Government**

Name of the Ministry/Department \_\_\_\_\_

Quarter ending: \_\_\_\_\_

**Part 1**

**Position regarding compliance of orders relating to Official Language**

1. Documents issued under Section 3 (3) of the Official Language Act during the quarter	Issued bilingually	Issued in English only.	Total
(a) General orders, instructions, Circulars, Memoranda, Resolutions, Notifications, Rules.			
(b) Administrative and other reports.			
(c) Others (kindly specify)			
2. Correspondence in Hindi			
(a) Total number of letters etc. received in Hindi.			
(b) Number of those replied to in Hindi.			
(c) Number of those replied to in English.			
3. Information regarding letters/ telegrams issued by the Ministry/ Department			

Note:—The correspondence between Ministries is not to be included in this information.

**For Ministries/Departments in Region 'A'**

	In Hindi		In English	
	Letters	Telegrams	Letters	Telegrams
A. Letters etc. sent to State Governments in region 'A' and 'B'				
B. Letters etc. sent to non-official persons in region 'A' and 'B'				
C. Letters etc. sent to Central Government Offices located in region 'A'				
D. Letters etc. sent to Central Government offices located in region 'B'				
E. Letters sent to Central Government Offices located in region 'C'				
TOTAL :				

**For Ministries/Departments in Region 'B'**

A. Letters etc. sent to State Governments in region 'A' and 'B'				
B. Letters etc. sent to Central Government Offices located in region 'A'				
C. Letters etc. sent to Central Government Offices located in region 'B'				
D. Letters etc. sent to Central Government Offices located in region 'C'				
TOTAL :				

**For Ministries/Departments in Region 'C'**

A. Letters etc. sent to State Governments in region 'A' and 'B'				
B. Letters etc. sent to Central Government Offices located in region 'A' and 'B'				
TOTAL :				

**4. Position regarding Offices controlled by Ministry/Department (This includes the Offices of Companies/Corporations controlled by Central Government)**

	Attached Office	Subordinate Office	Company/ Corporation
A. Total number of Offices.			
B. Number of those notified under Rule 10(4) during this quarter.			

- C. Total number of Offices notified under Rule 10(4)
- D. Number of those for whom orders have been issued to work in Hindi only under Rule 8(4) of Official Language Rules, during the Quarter.
- E. Number of those yet to be notified.
- F. Number of offices where Official Language Implementation Committees have been constituted.
- G. Number of Offices where Official Language Implementation Committees are yet to be constituted.
- H. Number of Offices in which Official Language Implementation Committee meetings have not been held during the quarter.

---

**5. Number of those awarded prizes under Incentive Scheme during the quarter**

---

	For Officers	For Employees
--	--------------	---------------

---

- A. Incentive Prizes awarded for noting/drafting.
- B. Incentive Prizes awarded for Typing/Stenography.
- C. Other prizes awarded.

**6. Information regarding published Magazines/Journals**

- A. How many Magazines/Journals are being published?
- B. How many are being published in Hindi or bilingually?

**7. Inspection regarding progressive use of Hindi as Official Language**

	In this quarter	In this year up till now.
--	-----------------	---------------------------

1. Number of inspections carried out by the Officers of Deptt. of Official Language.
2. Number of inspections carried out by officers of the Ministry/ Department.
3. Number of Inspections carried out jointly by the Department of Official Language and the Ministry/Department.

**Part-II****Information regarding Officers/Employees  
(excluding Group 'D' employees)**

	Gazetted	Non-Gazetted	
8. A. Total number of Officers/ Employees.			
B. Number of those having working knowledge of Hindi.			
9.A. Total number of Sections.		In this quarter	In this year up till now
B. Number of those specified to work in Hindi.			
10. Training (Hindi)	Prabodh	Praveen	Pragya
A. Number of Officers/ employees, yet to be trained in Hindi.			
B. Number of those who are undergoing training.			

**Note:—** The information given in respect of Prabodh, Praveen and Pragya should be on the basis of last examination required to be qualified by the employees.

11. <b>Details of Workshops</b>	No. of Workshops	Officers	Employees
A. Number of workshops organised before the quarter during the year and number of personnel trained therein.			
B. Number of workshops organised in this quarter and number of personnel trained therein.			
12. <b>Details of Officers of Ministry/Department who are trained in Hindi and who work in Hindi</b>		Trained in Hindi in workshops	Working in Hindi
Officers			
Employees			
13. <b>Training (Stenography/Typing)</b>		Stenography	Typing
A. Total number of Stenographers/ Typists			
B. Number of those knowing Hindi Typing/Stenography.			
C. Number of those from whom Hindi Stenography/Typing work is taken.			
D. Number of those who are required to be trained in Stenography/Typing.			
E. Number of those who are undergoing training.			

<b>14. Details regarding Mechanical, Electronic devices.</b>	Hindi	Roman	Bilingual	Total
--	-------	-------	-----------	-------

1. A. Total number of Typewriters.
  - B. Number of those purchased during the quarter.
2. A. Total number of Electric/ Electronic Typewriters.
  - B. Number of those purchased during the quarter.
3. A. Total number of Teleprinters.
  - B. Number of those purchased during the quarter.
4. A. Total number of Telex machines.
  - B. Number of those purchased during the quarter.
5. A. Total number of addressographs.
  - B. Number of those purchased during the quarter.
6. A. Total number of Word Processors.
  - B. Number of those purchased during the quarter.
7. A. Total number of Computers.
  - B. Number of those purchased during the quarter.
8. A. Total number of other equipments (details may be indicated)
  - B. Number of those purchased during the quarter.

**Note:**— The Information regarding Computers may be confined to such computers wherein some script (Roman/Devanagari) is used. No information is required about such computers which are used either for process control or those which are analog ones.

<b>15. Translation of Codes, Manuals, Forms etc.</b>	Codes, Manuals Procedural Literature	Forms
--	--	-------

- A. Total number.
- B. Number of those which have been printed/cyclostyled bilingually.
- C. Number of those yet to be translated in Hindi.
- D. Number of those which have been translated, but not yet printed bilingually.

**16. Information regarding posts relating to Hindi work in the Ministry/Department.**

Designation	Number of Posts Sanctioned/Filled up	Additional Post's in accordance with the norms.	Present position regarding creation of additional Posts.
-------------	--	--	---

**17. Details of Officers concerned with the Official Language**

A. Name & Telephone No. of Rajbhasha Adhikari  
(Joint Secretary)

B. Name & Telephone No. of  
Deputy Secretary (Official Language)

C. Name & Telephone No. of  
Deputy Director/Assistant Director:

Signature:

Name & Designation of the  
Sending Officer:

Telephone No.:

**O.M. No. 20003/1/87-OL (B-1), dated 29.11.1998**

**Subject:—**Discontinuation of Six Monthly Progress Report forwarded by Ministries/Departments in respect of their Attached/Subordinate Offices to Department of Official Language.

The undersigned is directed to say that decision has now been taken to discontinue the Six Monthly Progress Report which was required to be sent to Department of Official Language by Ministries/Departments in respect of their Attached/Subordinate Offices, in compliance of Department of Official Language's O.M. of even number dated 15-4-86. Ministries/Departments, therefore, should not send six monthly progress report in respect of their attached/subordinate offices to Department of Official Language. Instead of this they are requested to send a copy of the last quarterly progress report (i.e. quarter ending 31st March) of their attached/subordinate offices etc. in the prescribed proforma to Deputy Secretary (Implementation), Department of Official Language, Lok Nayak Bhavan, Khan Market, New Delhi with forwarding note. They are also requested to inform about the total number of offices/undertakings under their Ministry/Department and the names of those out of them whose report is being enclosed. In case due to some unavoidable reasons, the report of any office/undertaking is not being enclosed, they may indicate reasons thereof.

2. Ministries/Departments are requested to send the report in respect of quarter ending on 31st March, latest by 30th June every year. They should make all possible efforts to ensure timely receipt of these reports so that they are forwarded to Department of Official Language well in time.

3. Please ensure that attached/subordinate offices/undertakings etc. do not send their progress report of last quarter, directly to Department of Official Language. Ministries/Departments will forward a copy of each of the progress report in respect of their all attached/subordinate offices etc., under a forwarding note to the Department of Official Language.

**O.M. No. 12024/4/91-O.L. (B-II), dated 6.8.1991**

**Subject:—**Regarding submission of Quarterly Progress Reports related to the progressive use of Official Language Hindi and intimation, agenda and minutes etc. of the meetings of the Official Language Implementation Committees by various attached/subordinate offices of the Ministries/Depts. of Central Government/Banks/Undertakings/Companies/Corporations etc.

Under the Department of Official Language, O.M. No. 20033/6/79-O.L.(B-1) dated 20.9.80, issuing therewith a proforma for Quarterly Progress Report regarding the progressive use of Hindi, all the Ministries/Depts. were requested to send their Quarterly Progress Reports in the said proforma to the Department of Official Language within one month after the end of the Quarter. Besides, it was also mentioned that the Quarterly Progress Reports received from the Ministries/Department would be reviewed by the Department of O.L. (H.Q.). But reports received from the Attached/Subordinate Offices/Undertakings/Companies would be reviewed by concerned Ministries/Department or HQ itself. Thereafter, vide O.M. No. 20033/1/85-O.L.(B-1) dated 15.4.86 it was requested that the consolidated progress report of the Attached/Subordinate Offices/Undertakings etc. should be sent by the Ministry/Department to Department of Official Language after every six months. It was also stated that the copies of the reports of the Attached/Subordinate Offices should not be sent to the Department of O.L. (HQ). vide O.M.No. 20003/1/87-O.L.(B-1), dated 29.11.88, this was further clarified to all Ministries/Depts. that they should not send the half yearly reports of their Attached/Subordinate Offices/Undertakings to Department of Official Language, but they should send one copy each of the last quarterly reports (ending 31st March) of all their Attached/Subordinate Offices in the prescribed proforma to the Department of O.L. with their forwarding letter.

2. In spite of above instructions, some of the Attached/Subordinate Offices/Undertakings etc. have been sending the copies of their reports to the Department of O.L. (HQ), New Delhi, instead of sending the same to their concerned Ministries/Departments. Hence, vide its O.M. No. 12024/7/89-O.L.(B-2) dated 9.5.89, the Department of O.L. had again made a request to Attached/Subordinate Offices/Undertakings/Corporations etc. not to send the copy of their Quarterly Progress Reports regarding progressive use of Official Language Hindi to the Deptt. of O.L. (HQ), New Delhi. They were asked to send the copy of their Quarterly Progress Report to their respective Ministries/Depts. and to the concerned Regional Implementation Office of this Department and to the Town Official Language Implementation Committee (where they exist). There exists a similar position in respect of the meetings of O.L.I.C. also, which are organized by Attached/Subordinate Offices/Undertakings. Oftenly, it has been observed that the Attached/Subordinate Offices/Undertakings etc. send the intimation, agenda and minutes of the meetings of O.L.I.C. and the copy of their Quarterly Progress Report to the Secretary, Joint Secretary, Department of O.L., New Delhi.

3. In the context of the above, it is again clarified that only the Ministries/Depts. should send their quarterly reports/intimation of meetings, minutes etc. to Department of Official Language (H.Q.), New Delhi. Various Attached/Subordinate/Banks/Undertakings/Corporations should not send such reports/intimations to Department of Official Language (H.Q.), New Delhi. Information by Ministries/Depts. should be sent to the Deputy Secretary (Implementation), Department of Official Language, 1st Floor, Lok Nayak Bhawan, New Delhi and the Attached/Subordinate Offices/Banks/Undertakings etc. should send the intimation, agenda/minutes of the meeting of Official Language Implementation Committees and Quarterly Progress Reports etc. to the concerned Regional Implementation Office of the Department of Official Language of their area. The jurisdictions and the address of the Regional Implementation Offices are given in the Annexure "A".

4. All the Ministries/Depts. are requested to issue detailed directions in this regard to all their Attached/Subordinate Offices/Undertakings/Corporations etc. and bring the above position to their notice.

5. A copy of the directions issued in this regard may kindly be sent to this Department also.

- |  |   |
|--|---|
| <p>1. Deputy Director (Imple.),<br/>Regional Implementation Office (West),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>6th Floor, Kendriya Sadan,<br/>Sector-10, Belapur,<br/>Navi Mumbai-400614</p>  | <p>1. Maharashtra<br/>2. Gujarat<br/>3. Goa<br/>4. Dadra &amp; Nagar Haveli (Union Territory)</p>   |
| <p>2. Deputy Director (Imple.),<br/>Regional Implementation Office (East),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs, 19th Floor,<br/>IInd Multistoreyed Building,<br/>234/4 Acharya J.C. Bose Road,<br/>Nizam Palace Campus, Kolkata-700020</p> | <p>1. West Bengal<br/>2. Orissa<br/>3. Bihar<br/>4. Andaman &amp; Nicobar Islands</p>   |
| <p>3. Deputy Director (Imple.),<br/>Regional Implementation Office (South),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>Kendriya Bhawan, 5th Floor, 'D' Wing,<br/>Kormangala, Bangalore-560002</p>  | <p>1. Andhra Pradesh<br/>2. Karnataka</p>   |
| <p>4. Deputy Director (Implementation),<br/>Regional Implementation Office (North),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>Room No. 302, C.G.O. Building,<br/>Kamla Nehru Nagar,<br/>Ghaziabad-201001</p>                                | <p>1. Punjab<br/>2. Haryana<br/>3. Uttar Pradesh<br/>4. Himachal Pradesh<br/>5. Chandigarh (Union Territory)<br/>6. Jammu &amp; Kashmir</p> |
| <p>5. Deputy Director (Imple.),<br/>Regional Implementation Office (North-East),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>Rajgarh Road, Y Lane-I,<br/>P.O. Shilpukhri,<br/>Guwahati-781003</p>   | <p>1. Assam<br/>2. Arunachal Pradesh<br/>3. Mizoram<br/>4. Tripura<br/>5. Nagaland<br/>6. Manipur<br/>7. Meghalaya<br/>8. Sikkim</p>        |
| <p>6. Deputy Director (Imple.),<br/>Regional Implementation Office (South-West),<br/>Villenesheril Bhawan, Perumanur,<br/>27/649-B, Mahatma Gandhi Marg, Ernakulam,<br/>Cochin-682015</p>  | <p>1. Kerala<br/>2. Tamil Nadu<br/>3. Pondicherry (Union Territory)</p>   |
| <p>7. Deputy Director (Imple.),<br/>Regional Implementation Office (Central),<br/>Department of Official Language,<br/>Ministry of Home Affairs,<br/>Room No. 206, Nirman Sadan,<br/>52A, Arera Hills,<br/>Bhopal-462011</p>   | <p>1. Madhya Pradesh<br/>2. Rajasthan</p>   |
| <p>8. Deputy Director (Imple.),<br/>Regional Implementation Office (Delhi),<br/>Deptt. of Official Language,<br/>Ministry of Home Affairs,<br/>A-149, Sarojini Nagar,<br/>New Delhi-110023</p>   | <p>1. New Delhi</p>   |

**O.M. No. 20003/2/93. O.L. (B-II), dated 24.5.1993**

**Subject:**— Follow-up action on the minutes of the 22nd meeting of the Central Official Language Implementation Committee—Amendment in the proforma of Quarterly Progress Report—regarding the use of Hindi.

In continuation of Department of Official Language's O.M. No. 20014/1/89-OL(B-II), dated 16-1-1990, it is informed that as per discussion held in the meeting of the Central Official Language Implementation Committee held on January 8, 1993, the proforma of the Quarterly Progress Report has been slightly amended. A copy of the amended proforma is enclosed herewith. This proforma will be applicable from the Quarter beginning 1-4-1993. It is requested that only this proforma may be used while sending Quarterly Progress Report in future.

2. It is also requested that Ministries/Departments may inform their attached/subordinate offices/undertakings etc. about this amendment, and may also advise them to send these reports properly filled-in in the new proforma only within twenty days after the quarter is over, addressing to the Regional Implementation Office of the Department of Official Language located in the concerned Region. These reports from attached/subordinate offices/undertakings etc. Need NOT TO BE SENT to the Department of Official Language (Hqrs.) New Delhi.

3. A copy of the directions issued in this regard may also be endorsed to this Department.

**Quarterly Progress Report Relating to the Use of Hindi in Ministries/Departments**

Name of Ministry/Department \_\_\_\_\_ Quarter Ending \_\_\_\_\_

**1. Documents issued under section 3(3) of the Official Language Act during the quarter**

	Issued Bilingually	Issued in English only	Total
(a) General Orders . . . . . :			
(b) Memorandum, Resolutions, Notifications, Rules etc. . . . . :			
(c) Agreements, Contracts, Tender Notices etc. . . . . :			
(d) Others (to be specified) . . . . . :			

**2. Position Regarding Correspondence in Hindi**

- (a) Total number of letters etc. received in Hindi . . . . . :
- (b) Number of those replied in Hindi . . . . . :
- (c) Number of those replied in English . . . . . :
- (d) Number of those for which replies were not required . . . . . :

**3. (A) Details of the Letters Issued by the Minsitry/Department (For Ministries/Depts. situated in Regions 'A' & 'B')**

	Total No. of Letters		% of Hindi Letters		Targets
	In Hindi	In English	In this Quarter	In last Quarter	

(1) Letters etc. issued to State Govts./UTs. their Offices or non-officials in Regions 'A' & 'B'	To 'A' Region . . . . . :
	To 'B' Region . . . . . :
	Total . . . . . :
(2) Letters etc. issued to Central Govt. offices in Regions 'A' & 'B'	To 'A' Region . . . . . :
	To 'B' Region . . . . . :
	Total . . . . . :

(3) Letters etc. issued to Central Govt. offices in Regions 'C' .....	:	_____	_____
Total .....		:	_____

**3. (B) Details of the Telegrams/Telex/Fax/Drawings etc. Issued by the Ministry/Department**

	Total No. of Telegrams/Fax Telex/Drawings etc.		% of Telegrams/ Fax/Telex/ Drawings etc. in Hindi		Targets
	In Hindi	In English	In this Quarter	In last Quarter	

(1) Telegrams/Telex/Fax etc. issued to regions 'A' & 'B' .....	:	_____	_____	_____	_____
(2) Issued to Region 'C' .....	:	_____	_____	_____	_____

**3. (C) Details of the letters issued by the Ministry/Department : (For Ministries/Departments situated in Region 'C')**

	Total No. of Letters		% of Hindi Letters		Targets
	In Hindi	In English	In this Quarter	In last Quarter	

(1) Letters etc. issued to the Govts. of States/UTs, their offices or non-officials in region 'A' & 'B' }	To 'A' Region .....	:	_____
	To 'B' Region .....	:	_____
	TOTAL .....	:	_____
(2) Letters etc. issued to Central Govt. Offices in Regions 'A' & 'B' }	To 'A' Region .....	:	_____
	To 'B' Region .....	:	_____
	TOTAL .....	:	_____
(3) Letters etc. issued to Central Govt. Offices in Region 'C' .....	:	_____	_____
TOTAL .....		:	_____

**4. (a) Total Number of Sections .....**

(b) Total Number of Sections on the basis of which the consolidated report has been compiled .....	:	_____
(c) Out of these, number of those specified for doing Cent-Percent work in Hindi .....	:	_____
(d) Number of Sections specified for doing some work in Hindi in relation to certain subjects .....	:	_____

**5. Incentives Scheme for Original Work in Hindi .....**

(a) Whether the incentive scheme has been introduced .....	:	_____
(b) If yes, how many employees are taking part therein .....	:	_____

**6. Option of Hindi Medium in the Departmental and Promotional Exams.**

- (a) Total Number of Examinations . . . . . :
- (b) Number of examinations in which question papers are available in bilingual form . . . . . :
- (c) Number of examinations in which option to reply questions in Hindi is available . . . . . :
- (d) Examinations in which the question papers are not available in bilingual form or in which option to reply in Hindi is not given (Please give a list) . . . . . :

**(Note:** This contains information with regard to all the Departmental Promotional Examinations conducted by the Ministry/Department, even if these examinations are held by the Ministry/Department for the employees working in the attached/subordinate offices.

**7. Position Regarding Offices under the Ministry/Department**

Attached Offices	Subordinate Offices	Companies/ Corporations
---------------------	------------------------	----------------------------

- (a) Total No. of Offices in Regions 'A' & 'B' . . . . . :
- (b) How many of these have so far been notified under Rule 10(4) . . . . . :
- (c) Total No. of Offices in Region 'C' . . . . . :
- (d) How many of these have so far been notified under Rule 10(4) . . . . . :
- (e) Total No. of Offices in which Official Language Implementation Committees have been constituted . . . . . :
- (f) No. of Offices in which the Quarterly meeting of the Official Language Implementation Committee has not been held. . . . . :

**8. Inspections by the Officers of the Ministry/Department regarding Progressive use of Hindi**

- (a) How many Offices/Sections/Divisions were inspected during the quarter . . . . . :
- (b) How many Offices/Sections/Divisions have been inspected so far during the year . . . . . :

**9. Employees having knowledge of Hindi**

Gazetted	Non-Gazetted
----------	--------------

- (a) Total Number of Officers and Employees . . . . . :
- (b) Those having working knowledge of Hindi . . . . . :
- (c) Those who are proficient in Hindi . . . . . :
- (d) Those who do most of their work in Hindi . . . . . :

**10. Training (Hindi)**

Prabodh	Praveen	Pragya
---------	---------	--------

- (a) No. of Officers who are yet to be trained in Hindi . . . . . :
- (b) How many are undergoing training . . . . . :
- (c) No. of Employees who are yet to be trained in Hindi . . . . . :
- (d) How many are undergoing training . . . . . :

**(Note:** The basis of the figures to be given under Prabodh, Praveen and Pragya is the last requisite examination which an employee has to take. For example, if an employee has to be imparted training for 'Pragya' for part (A) he should not be counted below Pragya. If he is yet to undergo training for Prabodh/Praveen, then he should not be counted below Prabodh/Praveen.)

**11. Workshops:**

- (a) Total number of Officers/employees having working knowledge of Hindi are still to be trained in the workshop . . . . . :
- (b) Number of Officers/employees who have been trained in the workshops during this quarter . . . . . :
- (c) Number of Officers/employees who have been trained in the workshop during the year so far . . . . . :

**12. Details of Officers in the Ministry/Department who have been trained in Hindi Workshops and who work in Hindi**

Officers      Employees

- (a) Trained in Hindi workshop . . . . . :
- (b) Working in Hindi . . . . . :

**13. Training in Translation**

- (a) No. of officers/employees engaged in the work of translation . . . . . :
- (b) No. of those who have been trained at the Central Translation Bureau . . . . . :
- (c) No. of those yet to be trained . . . . . :

**14. Stenography/Typing Training**

Steno      Typist

- (a) Total number of stenographers/typists . . . . . :
- (b) Those knowing Hindi stenography/typing . . . . . :
- (c) Those doing Hindi stenography/typing . . . . . :
- (d) Those who are required to be trained in Hindi stenography/typing . . . . . :
- (e) Those undergoing training . . . . . :
- (f) No. of stenographers/typist recruited during the Quarter . . . . . :
- (g) How many of them know Hindi stenography/typing . . . . . :

**15. Details Regarding Typewriters**

TOTAL    Roman    Hindi    % of Hindi    Targets  
Typewriters

- (a) Number of typewriters . . . . . :
- (b) No. of those purchased during the Quarter . . . . . :

**16. Details Regarding the Mechanical Aids**

Roman    Hindi    Bilingual    Total

- 1. (a) Total no. of Electronic typewriters . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :
- 2. (a) Total number of Teleprinters . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :
- 3. (a) Total number of Telex machines . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :
- 4. (a) Total number of Addressographers . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :

- 5. (a) Total number of Word-processors . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :
- 6. (a) Total number of Computers . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :
- 7. (a) Total number of OTHER DEVICES (specify) . . . . . :
- (b) Number of those purchased during the Quarter . . . . . :

(Note: Figures should be given about only those Computers in which script (Roman/Devnagari) is used. No figure is required to be given about computers which are used for process control on are fully analogues.)

**17. Computerisation :**

- (a) Is any scheme for Computerisation pending with the Department under consideration or implementation . . . . . :
- (b) If so, is the software being developed in Hindi also and arrangements being made to use it bilingually? . . . . . :

**18. Translation of Codes, Manuals, Forms Etc.**

Code/Manual/ Forms  
Procedural Literature

- (a) Total Number . . . . . :
- (b) How many of these have been printed/cyclostyled bilingually . . . . . :
- (c) How many of these remain to be translated . . . . . :
- (d) How many have been translated, but not printed in bilingual . . . . . :
- (e) How many of these have been printed but have not been distributed in the Subordinate Offices . . . . . :

**18. (1) Statutory Rules :**

- (a) Hindi translation of how many Rules has not been published so far . . . . . :
- (b) When were the above mentioned Rules sent to the Ministry of Law for translation . . . . . :

**19. Information Regarding Hindi Posts in the Ministry/Department**

Sl. No.	Designation	Number of posts		Since when Vacant	What Action has been Taken to fill up the vacant posts
		sanctioned	vacant		
1	2	3	4	5	6

**20. Information regarding filling up the posts of Hindi in Attached/Subordinate Offices :**

Sl. No.	Name of the Office	Designation	Number of Posts Since when		What Action has been	
			sanctioned	vacant	Vacant	Taken to fill up the vacant posts
1	2	3	4	5	6	7

**20. (A) Information regarding creation of Hindi posts in Attached/Subordinate Offices :**

Sl. No.	Name of the Office	No. of Letters sent by the office regarding creation of posts	How many posts were proposed to be created		If the proposal was sent to the Ministry of Finance mention the date	If there is delay in the creation of posts, please give reason for delay
			Designation	Number		
1	2	3	4	5	6	7

**21. Meetings of the Hindi Salahkar Samiti/Official Language Implementation Committee of the Ministry/Department:**

- (a) Date of the meeting of Hindi Salahkar Samiti held during the quarter . . . . . :
- (b) Number of meetings held so far during the financial year . . . . . :
- (c) Date of the meeting of the Official Language Implementation Committee held during the quarter . . . . . :
- (d) Number of meetings held so far during the financial year . . . . . :

**22. Brief description of other remarkable achievements/ work relating to implementation of official language policy during the quarter:**

**23. Details of Officers relating to Official Language :**

- (a) Name & Telephone Number of the Rajbhasha Adhikari (Joint Secretary) ..... :
- (b) Name & Telephone number of the Director (OL)/Deputy Director (OL)/Assistant Director (OL) ..... :

Signature \_\_\_\_\_

Name of the Sending Officer \_\_\_\_\_

Designation \_\_\_\_\_ Tele. No. \_\_\_\_\_

**O.M. No. 20003/1/95-OL (Imp-II), dated 16.6.1995**

**Subject:**— Modification in the Proforma of Quarterly Progress Report regarding progressive use of Hindi.

In continuation of O.M. No. 20003/2/93-O.L. (S-2) dated 24.5.93 of the Department of Official Language, it is brought to the notice of all concerned that certain changes have been made in the Proforma of Quarterly Progress Report regarding Progressive use of Hindi. This Proforma will be effective from the quarter commencing from 1.4.1995. It is requested that only this Proforma should be used in future while sending the Quarterly Progress Reports for the quarter ending on 30.6.1995 and onwards. Now this Proforma is also available on NIC-NET.

All Ministries/Departments are further requested to circulate this modified Proforma to their Attached/Subordinate offices/undertakings, etc. and also direct them to send their Quarterly Progress Reports duly filled-in in the new Proforma to the concerned Regional Implementation Offices of the Department of Official Language within 20 days, after the end of the preceding quarters. Reports of the Attached/Subordinate offices, Undertakings, etc. need not be sent to the Department of Official Language. A copy of the directions issued in this regard may also be sent to this Department.

This Proforma is being issued with the approval of Secretary (O.L.).

**Quarterly Progress Report Regarding Progressive use of Hindi in Ministries/Departments**

Year	Quarter ending		
Name of Ministry/Department/Organisation .....			
Whether it is notified under Rule 10(4)? .....	Yes/No		
1. (i) Position of Officers/Employees possessing knowledge of Official Language .....	Officers	Employees	
(a) Total number of Officers & Employees (Excluding Group "D") . . . :			
(b) Number of Officers/Employees proficient out of (a) above . . . . . :			
(c) Number of Officers/Employees possessing working knowledge out of (a) above .....			
(d) How many are undergoing training out of (a) above .....			
(e) Those who are yet to be trained in Official Language .....	Prabodh	Praveen	Pragya
Officers :			
Employees :			
1. (ii) Training in Hindi Stenography/Typing	Stenographers	Typists	Total
(a) Total Number of Stenographers/Typists .....			
(b) Number of those knowing Hindi Stenography/ Typing out of (a) above .....			
(c) Number of those trained on word processor/ Electronic Typewriter out of (a) above .....			
(d) Number of those undergoing training out of (a) above .....			
(e) Number of Stenographers/Typists who are yet to be trained in Hindi Stenography/ Typing (a-b-d) .....			
1. (iii) Translation Training			
(a) Total number of Officers/Employees engaged in the work of translation.....			
(b) Out of these how many are trained from the Central Translation Bureau .....			
(c) How many are yet to be trained .....			
1. (iv) Whether the remaining officers have been included in Roster for training :	If not, reasons thereof		
(a) Language Training :	Yes/No		
(b) Stenography Training :	Yes/No		
(c) Typing Training :	Yes/No		
(d) Translation Training :	Yes/No		

**2. Documents as specified under Section 3(3) of Official Languages Act, 1963, issued only in English during this quarter:**

**Note:** (i) Under Section 3 (3) includes of General Orders, Memorandum, Resolutions, Notifications, Rules, Agreements, Contracts, Tender Notice, Parliamentary Reports, Parliament Questions etc.

(ii) This Information may be furnished from the Guard file and other files available in the office.

**3. Position regarding letters received in Hindi**

(a) Total Number of letters received in Hindi (according to the Diary Register as prescribed under para 12 (1) of chapter-4 of the manual of Office Procedure) . . . . . :

(b) Out of these how many replied to in Hindi . . . . . :

**4. Details of the Total letters originally issued by the Ministry/Deptt. etc.**

In Hindi	In English	Percentage of Hindi letters out of total letters issued	
		In Last Quarter	In this Quarter

**Note:** Telegrams, Telex, Fax should also be included in this correspondance but not the information included in item (3).

5. (i) Specified for doing work in Hindi	Name of the Sections	List of the Subjects
(ii) Notification of offices under O.L. Rule 10(4) under the Control of the Ministry/Department		
Total Number of Offices	Number of Notified Offices	Position regarding remaining Offices

**6. Work done in Hindi by the Deputy Secretaries/Equivalent and higher officers**

No. of Higher Officers	Proficient in Hindi	Hindi out of item (2)		
		(a)	(b)	(c)
		Most of work	Normal	Nominal

**7. Incentive scheme for original work in Hindi**

Number of Officers/Employees participating:	(i)	(ii)	(iii)
	Officers	Employees	No. of Awardees

**8. Option of Hindi medium in the Departmental & Promotional Exams:**

(a) List of those Examination/Subjects in which question papers are not bilingual . . . . . :

(b) List of those Examinations/Subjects in which option to answer the question in Hindi has not been given? . . . . . :

**Note :** Information regarding all Departmental/Promotional Examinations conducted by concerned Ministries/Departments should be furnished.

**9. Details of Official Language inspection, done during the quarter:**

(a) Total number of Sections of Ministry/Department . . . . . :

(b) Out of these number of Sections inspected . . . . . :

(c) Total Number of Subordinate Offices etc. . . . . :

(d) Out of these, number of offices inspected . . . . . :

**10. Hindi Workshops**

(a) Number of man-hours made available for workshops during the quarter (Excluding officers of Official Language Service and Group "D" Employees). . . . . :

(b) How many Officers/Employees participated in these workshops . . :

(c) How many Officers/Employees work in Hindi out of (a) above. . . :

**11. Details regarding Typewriters/Mechanical Aids etc.**

	Total Number	No. of Equipments with DEVNAGARI SCRIPT	No. of Bilingual Equipments	Percentage of use of the aids for work in Hindi
(a) Manual Typewriters . . . . . :				
(b) Electronic Typewriters . . . . . :				
(c) Telex/Teleprinter . . . . . :				
(d) Addressograph Machines . . . . . :				
(e) Other Equipments (please specify) . . . . . :				

**12. Information Regarding Computers**

	(a) Single User (P.C.)	(b) Multiuser (A.T.) Mini/Mainframe	(c) Total Number of Terminals
	With Gist Card	With Bilingual Software	Number of Gist Terminals
(i) Total No. of Computers . . . . . :			
(ii) Bilingual Computers . . . . . :			
(iii) Percentage of practical work done in Hindi out of total work being done on Computers . . . . . :			
(iv) Name of those Softwares/ Programmes of which Hindi form is required, but is not available in the Department . . . . . :			
(v) (a) Number of Employees Trained in Computers operation as well as in Computing . . . . . :			
(b) How many Employees can do above work in Hindi . . . . . :			
(vi) Number of Programmers Proficient in Hindi Programming out of the Total Departmental and NIC Programmers. . . . . :			

13. **Codes/Manuals etc.****(a) Statutory/Administrative/Technical Literature:**

Category	Total	Bilin- gual	In English only	In Hindi only	Reason for not being available bilingual or in Hindi
(i) Acts/Rules . . . . . :					
(ii) Official Codes/ Manuals . . . . . :					
(iii) Standard Forms . . . . . :					
(iv) Technical Literature . . . . . :					
(v) Training materials . . . . . :					
(b) Bilingual Publications:	Total No.	Bilingual	In English only	In Hindi only	Reasons for not being available bilingually or in Hindi
(i) News papers, magazines . . . . . :					
(ii) Other publications . . . . . :					

14. **Information regarding filling up the posts relating to Hindi in the Attached/Subordinate offices**

Sl. No.	Designation	Number of posts Sanctioned	Posts Vacant	Since when vacant	Details of the action taken to fill up the vacant posts
(1)	(2)	(3)	(4)	(5)	(6)

15. **Meeting of the Hindi Salahkar Samiti/Official Language Implementation Committee of the Ministry/Department**

- (a) Date of the meeting of the Hindi Salahkar Samiti held during the Quarter . . . . . :
- (b) Date of the meeting of the Official Language Implementation Committee held during the Quarter . . . . . :
- (c) Whether the Agenda for the said meeting has been prepared according to the Guidelines of the Department of Official Language . . . . . :
- (d) Information regarding actionable decisions taken during the meetings of the Hindi Salahkar Samiti and the Official Language Implementation Committee . . . . . :

Number of pending  
follow-up action-  
able decisions till  
the last meeting

Number of action-  
able decisions  
taken in this  
meeting

Total Number of  
decisions, on  
which follow-up  
actions are  
finally over

- (i) Hindi Salahkar Samiti . . . . . :

(ii) Official Language Implementation Committee . . . . . :

**16. Position regarding assurances given to the Committee of Parliament on Official Language :**

(i) Total No. of pending assurances at the beginning of other quarter :

(ii) Total No. of assurances fulfilled during the quarter :

**17. Brief description of other specific achievements/work regarding Implementation of Official Language Policy during the Quarter:**

Signature of the Chairman of Official Language Implementation Committee of the Office : \_\_\_\_\_

Name, Designation and Telephone number of the above Officer : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

N.B.: THIS REPORT WOULD BE RETURNED IN CASE IT IS NOT SIGNED BY THE PROPER AUTHORITY.

**O.M. No. 20003/3/95-O.L. (Imp-II), dated 23.2.1995**

**Subject:—** Modification in the proforma for the Quarterly Progress Report regarding progressive use of Hindi in Banks and Financial Institutions.

In continuation of O.M. No. 20003/1/92-OL(B-II) dated 19.6.1992 and 29.9.1992 of Department of Official Language, it is intimated that certain changes have been made in the proforma of quarterly progress report regarding progressive use of Hindi in Nationalised Banks and Financial Institutions. A copy of the revised proforma is enclosed. This proforma will be effective from the quarter commencing from 1.4.96. It is requested that only this proforma should be used in future while sending the quarterly progress reports for the quarter ending on 30.6.96 and onwards. This proforma is also being made available on NIC-NET.

The above modified proforma will be applicable to all offices of Banks and financial institutions. Hence, Banking Division is requested to circulate the revised proforma to the Headquarters/Offices/Branches of all Banks. A copy of the directions issued in this regard may also be sent to this Department.

This proforma is being issued with the approval of Secretary, Department of Official Language.

**Quarterly Progress Report Regarding Progressive use of Hindi in Nationalised Banks and Financial Institutions:**

Name of Bank/Financial Institution \_\_\_\_\_

Quarter Ending \_\_\_\_\_ Year \_\_\_\_\_ Language Region \_\_\_\_\_

Whether the office is notified under Rule 10(4) ? Yes/No.

If so, the date of Notification \_\_\_\_\_

**1. (i) Position of Officers/Employees possessing knowledge of Official Language:**

Officers Employees

- (a) Total number of Officers & Employees (Excluding subordinate staff) \_\_\_\_\_
- (b) Number of Officers/Employees having proficiency in Hindi : \_\_\_\_\_
- (c) Number of Officers/Employees possessing working knowledge of Hindi [out of (a) above] : \_\_\_\_\_
- (d) How many are undergoing training for Hindi language out of (a) above : \_\_\_\_\_
- (e) No. of those who are yet to be trained in Official Language : \_\_\_\_\_

Praodh Praveen Pragya

Officers : \_\_\_\_\_

Employees : \_\_\_\_\_

**1. (ii) Training in Hindi Stenography/Typing:**

Stenographers Typists

- (a) Total Number of Stenographers/Typists : \_\_\_\_\_
- (b) Number of those knowing Hindi Stenography/Devanagari Typing out of (a) above : \_\_\_\_\_
- (c) Number of those trained on word processor/Electronic Typewriter out of (b) above : \_\_\_\_\_
- (d) Number of those undergoing training at present out of (a) above : \_\_\_\_\_
- (e) Number of Stenographers/Typists who are yet to be trained in Hindi Stenography/Typing (a - b - d) : \_\_\_\_\_

**1. (iii) Translation Training:**

Officers Employees

- (a) Total Number of Officers/Employees engaged in translation work : \_\_\_\_\_
- (b) Out of these how many are trained from the Central Translation Bureau or any other Institute : \_\_\_\_\_
- (c) How many are yet to be trained : \_\_\_\_\_

**1. (iv) Whether any Roster for the following training is being maintained :** If not, reasons thereof

- (a) Training for working knowledge of Hindi : Yes/No
- (b) Training in Hindi Stenography : Yes/No
- (c) Training in Devanagari Typewriting : Yes/No
- (d) Translation Training : Yes/No

**2. Documents as specified under Section 3 (3) of the Official Languages Act, 1963, issued only in English, during this quarter.:**

**Note:**– 1. Give information according to record.

2. Every office and Controlling office must keep the record itemwise.

**3. Position regarding letters received in Hindi (Furnish information based on records) vide Rule 5 of the Official Language Rules 1976:**

- (a) Total Number of letters received in Hindi :
- (b) Number of such letters replied to in Hindi :
- (c) Number of such letters replied to in English :

**4. (1) Details of the total letters/Telegrams/Telex originally issued**

	In Hindi	In English	Percentage of Hindi letters		Target
			In Last Quarter	In this Quarter	
(a) Letters/Fax issued . . . . .					
(b) Telegrams/Telex issued . . . . .					

**4. (2) Use of Hindi in Internal Work.**

	Percentage in this Quarter	Percentage in Last quarter
(i) Entries in the Pass-books (Including Names, Addresses, Deposits, Withdrawals etc.) . . . . .		
(ii) Preparing Vouchers . . . . .		
(iii) Issuing Drafts . . . . .		
(iv) Issuing receipts of deposits . . . . .		
(v) Entries in various Registers, Ledgers etc. . . . .		
(vi) Cheques (Issued by Bank) . . . . .		
(vii) Filling up Forms (Leave Application, Medical Bill, T.A. Bill, Application of staff regarding Advance/Loan etc.) . . . . .		
(viii) Preparing notes . . . . .		
(ix) Inter-departmental Memorandum etc. . . . .		
(x) Noting on Notes and letters etc. . . . .		

Average Percentage :

5. (i) Specified for doing work in Hindi	Names of the Sections	List of the Subjects
(ii) Offices notified under Rule 10(4) of the Official Language Rules.		

Total Number of Offices	Number of Offices Notified	Position regarding remaining Offices
-------------------------	----------------------------	--------------------------------------

**6. Work done in Hindi by the officers in Pay Scale-4 and above:**

(1)	(2)	(3)		
		Number of those working in Hindi out of column (2)		
Total number of officers in Pay Scale-4 and above	Number of those knowing Hindi	Most of work	Normally	Nominal
		(a)	(b)	(c)

**7. Incentive Scheme for Original work in Hindi**

Officers                      Employees

- (i) Number of Officers/Employees Participating . . . . . :
- (ii) Number of Officers/Employees Awarded . . . . . :

**8. Option of Hindi medium in the Departmental & Promotional Exams:**

- (i) Total Number of Examinations conducted during the year . . . . . :
- (ii) List of Examinations in which question papers are not bilingual there is no option to answer the questions in Hindi . . . . . :

**9. (A) Details of Official Language inspections conducted during the quarter:**

- (a) Total number of Sections/Departments of the Head office . . . . . :
- (b) Number of Sections/Deptts. inspected . . . . . :
- (c) Total number of Subordinate offices etc. . . . . :
- (d) Number of such offices inspected . . . . . :

**9. (B) Internal Inspections/Audit Report by Bank officers:**

- In Hindi . . . . . :
- In English . . . . . :
- Total . . . . . :

**10. (1) Hindi Workshops**

- (a) Total numebr of Hindi workshops organised during the Quarter :
- (b) Number of man-hours made available to workshops . . . . . :
- (c) Number of Officers/Employees Trained in these workshops . . . . . :
- (d) How many Officers/Employees work in Hindi out of (c) above. . . . . :

Officers —  
Employees —

**10. (2) Informations regarding Departmental Training**

- (a) Faculty Members/Instructors
  - (i) Total Number . . . . . :
  - (ii) Competent in delivering lectures in Hindi . . . . . :
  - (iii) Those who can deliver lectures in Hindi/both in Hindi and English . . . . . :

(b) Banking Training/Institutional Training

- (1) Total Programmes Organised during the Quarter. . . . . :
- (2) Programmes Conducted through Hindi Medium. . . . . :
- (3) Programmes Conducted in the mixed languages. . . . . :
- (4) Programmes Conducted through English medium. . . . . :
- (c) Training Material
- (1) Handouts . . . . . :
- (2) Other literature . . . . . :

In Hindi      In English      Total Number

**11. Details Regarding Typewriters/Mechanical Aids etc.**

Type of Aids	Total Number	Roman	Devanagari	Bilingual	Percentage of work done in Hindi
(a) Manual Typewriters . . . . .					
(b) Electronic Typewriters . . . . .					
(c) Telex/Teleprinter . . . . .					
(d) Addressograph Machines . . . . .					
(e) Other Equipments (Please specify) . . . . .					

**12. Information Regarding Computers**

- (i) Total No. of Computers . . . . . :
 

(a)	(b)	(c)
Single User (P.C.)	Multiuser (A.T.) Mini/Mainframe	Total Number of Terminals
- (ii) Bilingual Computers . . . . . :
- (iii) Percentage of work done in Hindi out of total work done on Computers. . . . . :
- (iv) Name of those Softwares/Programmes required in Hindi, but not available with the Department/Office. . . . . :
- (v) (a) Number of Employees Trained in Computer operation. . . . . :
 

(a)	(b)	(c)
With Gist Card	With Bilingual Software	Number of Gist Terminals
- (b) Number of employees trained in computing. . . . . :
- (c) How many employees out of (a) and (b) above can work in Hindi on computer . . . . . :
- (vi) Number of Programmers proficient in Hindi Programming out of total Departmental and NIC Programmers. . . . . :

13. **Codes/Manuals etc.**(a) **Statutory/Administrative/Technical Literatures:**

Category	Total No.	Bilingual	Only in English	Only in Hindi	Reasons, if not available in bilingual form or in Hindi.
(i) Codes/ Manuals etc. .... :					
(ii) Standard Forms .... :					
(iii) Technical Literature .... :					

(b) **Bilingual Publications:**

Category	Total No.	In Bilingual Form	Only in English	Only in Hindi	Reasons, if not published bilingual or in Hindi.
(i) News papers/ magazines .... :					
(ii) Other publications .... :					

14. **Information Regarding filling up the posts relating to Hindi in the Attached/Subordinate offices/Organisations:**

Sl. No.	Designation	Number of Posts		Vacant since	Details of the Action taken to fill up the vacant posts
(1)	(2)	Sanctioned	Vacant	(5)	(6)

15. **Meeting of the Official Language Implementation Committee of the Head/Divisional offices.**

- (a) Date of the meeting held during the Quarter .... :
- (b) Whether the Agenda for the said meeting has been prepared according to the Guidelines of the Department of Official Language .... :
- (c) Information regarding actionable decisions taken during the meetings of the Hindi Salahakar Samiti and the Official Language Implementation Committee .... :

Yes/No

Number of decisions pending for follow-up actions till the date of previous meeting.	Number of actionable decisions taken in this meeting.	Total Number of decisions finally implemented/ followed-up.

- (i) Hindi Salahakar Samiti .... :
- (ii) Official Language Implementation Committee .... :

16. **Position regarding assurance given to the Committee of Parliament on Official Language:**

- (i) Total No. of Pending assurances at the beginning of the quarter :
- (ii) Total No. of assurances fulfilled during the quarter .... :

**17. Brief description of other specific achievements/work regarding Implementation of Official Language Policy during the Quarter:**

Signature of the Chairman of the Official Language Implementation Committee of the Office : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_

N.B. THIS REPORT WOULD BE RETURNED IN CASE IT IS NOT SIGNED BY THE PROPER AUTHORITY.

**O.M. No. 20003/1/2000-O.L.(Imp.-II), dated 4.5.2000**

**Subject:**— Modifications/Changes in proforma of Quarterly Progress Report regarding Ministries/Depts.

The Department of Official Language has been receiving suggestions from various Ministries/Departments etc. regarding modifications/changes in the proforma of quarterly progress report. The draft of the proposed proforma was sent to all Ministries/Departments with a request to send their views on it. All Ministries/Departments were requested again vide Official Language O.M.I/14034/5/99-OL(P-I) dated 07.04.2000 to send their well thought suggestions by 17.04.2000. Keeping in view the suggestions received by the last date, this proforma has been finalised. It has been divided into two parts. The information in Part I will be sent for each quarter and information in Part II will be sent only for the quarter ending on 31st March along with the Part I of Quarterly Progress Report.

2. While preparing this report, please ensure that the information furnished in entirely correct and no column is left blank. The signature of chairman of Official Language Implementation Committee must be obtained on this report.

3. All Ministries/Departments are requested to send their quarterly progress reports to the Department of Official Language in this proforma only for the quarter ending on 30 June, 2000 and each succeeding quarter within a month of the end of the preceding quarter. They are also requested to direct their Attached/Subordinate offices to send their reports to their controlling offices with a copy to the concerned Regional Implementation Office of Department of Official Language.

4. This proforma is also available on Website (dol.nic.in) of Department of Official Language. A copy of the quarterly progress report may also be emailed (nicdol@alpha.nic.in) to this office.

**Quarterly Progress Report Regarding Progressive Use of Official Language Hindi in Ministries/Departments etc.**

Quarter ending on.....

**Part-I  
To be furnished in each Qtr.**

**Name of the Ministry/Department/Office** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

1. (a) Total No. of documents\* issued under section 3(3) of Official Language Act 1963 during the Quarter. . . . . : \_\_\_\_\_

(b) Issued only in English out of (a) above . . . . . : \_\_\_\_\_

\* This includes General Orders, Memorandums, Resolutions, Notifications, Rules, Agreements, Contracts, Tenders, Notices, Parliament Questions etc.

**2. Position regarding letters received in Hindi (Official Language Rule 5)**

(a) Total No. of letters received in Hindi according to the Diary Register as prescribed under para 12(1) of chapter 4 of the Manual of Office Procedure . . . . . : \_\_\_\_\_

(b) Out of these how many replied to in English . . . . . : \_\_\_\_\_

### 3. Details of total letters issued by the Ministry/Department

	In Hindi	In English	Percentage of letters issued in Hindi	
			In the last Quarter	In this Quarter
	1	2	3	4
To Region 'A'				
To Region 'B'				
To Region 'C'				

**Note:** 1. Include telegrams, Telex, Fax and also all those letters issued in Hindi/English in replies to Hindi letters as shown in Colm. 2.

2. Include all those letters issued to Region 'C' bilingually in Column 1, if the Original ones were prepared in Hindi only and the English version was prepared as required.

3. Don't include letters issued to the state Govt. or their offices/individuals in Region 'c'.

#### 4. Work in Hindi on files

(a) No. of files opened by the end of the Qtr. . . . . : \_\_\_\_\_

(b) In how many files noting are being made in Hindi . . . . . : \_\_\_\_\_

#### 5. Hindi Workshops

(a) No. of Workshop organised during the Qtr. . . . . : \_\_\_\_\_

(b) No. of officers/officials trained in those workshops . . . . . : \_\_\_\_\_  
(excluding Official Language officers & group 'D' Officials)

#### 6. Meeting of the Hindi Advisory Committee/Official Language Committee of the Ministry/Department

(a) Date of the meeting of the Hindi Advisory Committee held during the Qtr. . . . . : \_\_\_\_\_

(b) Date of the meeting of the Official Language Implementation Committee held during the Qtr. . . . . : \_\_\_\_\_

#### 7. Top Administrative Meetings

(a) No. of Top administrative meetings held during the Qtr. . . . . : \_\_\_\_\_

(b) In how many meetings discussions/proceedings were in Hindi : \_\_\_\_\_

#### 8. Position regarding assurances given to the Committee of Parliament on the Official Language

(a) No. of pending assurances at the end of the Qtr. . . . . : \_\_\_\_\_

(b) No. of Assurances given during the Qtr. . . . . : \_\_\_\_\_

(c) No. of Assurances fulfilled during the Qtr. . . . . : \_\_\_\_\_

#### 9. Brief description of the specific achievements/work regarding Implementation of the Official Language Policy during the quarter:

Signature of the Chairman of the O.L.I.C.....

Name of the Chairman .....

Designation .....

Telephone No. ....

Fax No. ....

**Note** : This report will be returned in case it is not signed by the Chairman of the Official Language Implementation Committee of the Ministry/Department/Office.

**Part - II**

**Information in this Part should be given for the whole of the Financial Year and sent only once along with Part-I of the Quarterly Progress Report for quarter ending on 31st March**

1. (i) Whether the Ministry/Department/Office has been notified under Rule 10(4) of Official Language Rule, 1976 - Yes/No

(ii) Notification of offices etc. under the control of Ministry/Department under Rule 10(4) of Official Language Rule:—

Total No. of Offices	No. of notified offices	Position regarding remaining offices
1	2	3

**2. Position of Officers/Employees possessing knowledge of Official Language:—**

		Officers	Employees	Total
		1	2	3
2(i)	(a)	Total No. of Officers/Employees (except group 'D' officials)		
	(b)	No. of Officers/Officials possessing working knowledge/proficiency in Hindi out of (a) above.		
	(c)	No. of Officers/Officials having proficiency in Hindi out of (b) above.		
	(d)	How many are undergoing training out of (a) above.		
	(e)	Yet to be trained in Hindi.		

		Total	Trained in Hindi	Working in Hindi	Undergoing Training	Yet to be trained
		1	2	3	4	5
2(ii)	(a)	Stenographer				
	(b)	Typists/Clerks				
	(c)	Computer operators/Data entry operators				

2(iii)	(a)	Total No. of Officers/Officials engaged in Translation Work.	
	(b)	No. of those who have got training in the Central Translation Bureau out of (a) above.	
	(c)	No. of those undergoing training.	
	(d)	How many are yet to be trained.	

**3. Details regarding Electronic/Mechanical Equipment:—**

		Total No.	No. of equipment available in Devanagari Script	No. of Bilingual equipment
		(1)	(2)	(3)
(a)	Mechanical/Manual Typewriter			
(b)	Electronic Typewriter			
(c)	Computers			

**4. Code, Manual etc.**

	Total No.	In Bilingual/Hindi	Only in English
	(1)	(2)	(3)
Acts/Rules/Official codes/Manuals/Procedural literature.			

**5. Position regarding 'Hindi Posts' in the Ministry/Department/Attached & Subordinate Officers:**

	Designation	No. of posts		Vacant Since
		Sanctioned	Vacant	
	(1)	(2)	(3)	(4)
(a) In Ministries/ Departments				
(b) In Attached/Subordinate Offices				

**6. Specified to perform whole work in Hindi (according to Annual Programme)**

(a) Total No. of Sections in the Ministry/Department/Office \_\_\_\_\_

(b) No. of Sections specified to work in Hindi \_\_\_\_\_

**7. Work done in Hindi by the Deputy Secretary/Equivalent and Higher Officers:**

Total No. of Higher Officers	No. of Officers having working knowledge of Hindi	No. of those working in Hindi out of Column (2)		
		More than 70%	Between 70%-30%	Below 30%
1	2	3	4	5

**8. Option of Hindi medium in Departmental and Promotional Examinations.**

(a) Total No. of Examinations \_\_\_\_\_

(b) No. of examinations in which option to answer in Hindi has been given \_\_\_\_\_

**9. (a) Training Programme**

(i) No. of training programmes organised during the year \_\_\_\_\_

(ii) Through Hindi Medium \_\_\_\_\_

(iii) Through Composite Medium \_\_\_\_\_

**(b) Training Material**

(i) No. of handouts etc. prepared during the year. \_\_\_\_\_

(ii) In Hindi/Bilingual \_\_\_\_\_

(iii) Only in English \_\_\_\_\_

**10. Inspections carried out during the year**

(a) (i) Total No. of sections under Ministry/Department \_\_\_\_\_

(ii) No. of sections inspected \_\_\_\_\_

(b) (i) Total No. of Subordinate offices etc. \_\_\_\_\_

(ii) No. of offices inspected \_\_\_\_\_

**11. Publication of Magazines etc.**

	Total No.	Only in Hindi	Only in English
	1	2	3
(a) Magazines			
(b) Other Publications			

**12. Purchase of Hindi Books**

(i) Total Expenditure on purchase of books during the year \_\_\_\_\_

(ii) Expenditure on purchase of Hindi books \_\_\_\_\_

**13.** (i) Availability of Website Yes/No

(ii) If yes, whether it is Bilingual Yes/No

Signature of the Chairman of the O.L.I.C. \_\_\_\_\_

Name of the Chairman \_\_\_\_\_

Designation \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

**Note:** This report will be returned in case it is not signed by the Chairman of the Official Language Implementation Committee of the Ministry/Department/Office.

**O.M. No. 20003/2/98-O.L (Impl.-II), dated 9.6.2000**

**Subject:—** Modification in the Proforma for the Quarterly Progress Report regarding progressive use of Hindi in Banks and Financial Institutions.

In continuation of O.M. No. 20003/3/95-OL(B-II) dated 23.2.1996 of Department of Official Language, it is intimated that certain changes have been made in the proforma of quarterly progress report regarding progressive use of Hindi in Public Sector Banks and Financial Institutions. A copy of the revised proforma is enclosed. This proforma will be effective from the quarter commencing from 1.4.2000. It is requested that only this proforma should be used in future while sending the quarterly progress reports for the quarter ending on 30.6.2000 and onwards. This proforma is also being made available on Website (dol.nic.in) of Department of Official Language.

2. The proforma of Quarterly Progress Report has been divided into two parts. The information in Part I will be sent for each quarter and information in Part II will be sent only for the quarter ending on 31st March along with the Part I of Quarterly Progress Report. While preparing this report, please ensure that the information furnished is entirely correct and no column is left blank. Signature of the chairman of Official Language Implementation Committee must be obtained on this report.

3. The above modified proforma will be applicable to all offices of Banks and financial institutions. Hence, Banking Division is requested to circulate the revised proforma to the Headquarters/Offices/Branches of all Banks. A copy of the directions issued in this regard may also be sent to this Department.

**Quarterly Progress Report Regarding Progressive Use of Official Language Hindi in Public Sector Banks and Financial Institutions etc.**

Quarter ending on.....

**Part-I**  
**To be furnished in each Qtr.**

**Name of the Bank/Department/Office/Financial Institutions** \_\_\_\_\_

**Language Region.** \_\_\_\_\_

1. (a) Total No. of documents\* issued under section 3(3) of Official Language Act 1963 during the Quarter : \_\_\_\_\_

(b) Issued only in English out of (a) above : \_\_\_\_\_

**2. Position regarding letters received in Hindi (As per records)**

(a) Total No. of letters received in Hindi : \_\_\_\_\_

(b) Out of these how many replied to in English : \_\_\_\_\_

**3 (i) Number of total letters issued:**

**Out of these**

	In Hindi	In English	Percentage of letters issued in Hindi	
			In the last Quarter	In this Quarter
	1	2	3	4
To Region 'A'				
To Region 'B'				
To Region 'C'				

- Note:** 1. Include telegrams, Telex, Fax and also all those letters issued in Hindi/English in replies to Hindi letters as shown in Colm. 2.  
2. Include all those letters issued to Region 'c' bilingually in Column 1, if the Original ones were prepared in Hindi only and the English version was prepared as required.  
3. Don't include letters issued to the State Govt. or their offices/individuals in Region.

**3(ii) Use of Hindi in internal work**

	Percentage in last Qtr.	Percentage in this Qtr.
(i) Filling of Pass Book (Name, addresses, deposits, withdrawals etc.)	—	—
(ii) Preparation of vouchers	—	—
(iii) Issuing of Drafts	—	—
(iv) Issuing of Deposit Receipts	—	—
(v) Making entries in registers, ledgers etc.	—	—
(vi) Issuing of cheques	—	—
(vii) Filling of various forms	—	—
(viii) Preparation of Notes	—	—
(ix) Inter Departmental Memorandum etc.	—	—
(x) Remarks on letters, Noting etc.	—	—

\*This includes General Orders, Memorandums, Resolutions, Notifications, Rules, Agreements, Contracts, Tenders, Notices, Parliament Questions etc.

**4. Work in Hindi on files**

- (a) Total No. of files opened by the end of the Qtr. : \_\_\_\_\_
- (b) In how many files noting are being made in Hindi : \_\_\_\_\_

**5. Hindi Workshops**

- (a) No. of workshop organised during the Qtr. : \_\_\_\_\_
- (b) No. of hours for the workshop organised : \_\_\_\_\_
- (c) No. of Officers/Employees trained in those workshops : \_\_\_\_\_  
(excluding Official Language Officers & Class IV/Subordinate Officials)

**6. Meeting of Official Language Committee**

- (a) Date of the meeting of the Official Language Implementation Committee held during the Qtr. (of Central Office/Headquarter) : \_\_\_\_\_
- (b) No. of Official Language Implementation Committee held in Subordinate Offices/Branches : \_\_\_\_\_
- (c) No. of meetings held during this Qtr. : \_\_\_\_\_
- (d) Whether the Agenda and Minutes of the meetings were issued in Hindi : \_\_\_\_\_ Yes/No

**7. Top Administrative Meetings**

- (a) No. of Top administrative meetings held during the Qtr. : \_\_\_\_\_
- (b) In how many meetings discussions/proceedings were in Hindi or bilingually : \_\_\_\_\_

Signature of the Chairman of the O.L.I.C. ....  
 Name of the Chairman .....  
 Designation .....  
 Telephone No .....  
 Fax No. ....  
 E-mail Address .....

**Note:** This report will be returned in case it is not signed by the Chairman of the Official Language Implementation Committee of the Bank/Office.

**Part-II**

**Information in this Part should be given for the whole of the Financial year (April—March) and sent only once along with Part-I of the Quarterly Progress Report for quarter ending on 31st March.**

1. (i) Whether the Central Office of the bank has been notified under Rule 10(4) of Official Language—Yes/No  
(ii) Notification of Zonal/Regional/Branch offices etc. under the control of Bank under Rule 10(4) of Official Language Rule:—

Total No. of Offices	No. of notified offices	Position regarding remaining offices
1	2	3

**2. Position of Officers/Employees possessing knowledge of Official Language Hindi:—**

	Officers	Employees	Total
	1	2	3
2(i) (a) Total No. of Officers/Employees (except Class IV/Subordinate Officials)			
(b) No. of Officers/Employees possessing working knowledge/proficiency in Hindi out of (a) above.			
(c) No. of Officers/Employees having proficiency in Hindi out of (b) above.			
(d) How many are undergoing training out of (a) above.			
(e) Yet to be trained in Hindi. [a-(b+d)]			

	Total	Trained in Hindi	Working in Hindi	Undergoing Training	Yet to be trained
	1	2	3	4	5
2(ii) (a) Stenographer					
(b) Typists/Clerks					
(c) Computer operators/ Data entry operators					

2(iii) (a) Total No. of Officers/Employees engaged in Translation Work	
(b) No. of those who have got training in the Central Translation Bureau out of (a) above.	
(c) No. of those undergoing training.	
(d) How many are yet to be trained.	

2(iv) Training/Use of Hindi/Bilingual Software	Total No. of	
	Officers	Employees
(a) No. of Officers/Employees working on computers.		
(b) No. of Officers/Employees trained on bilingual/Hindi software out of these.		
(c) No. of Officers/Employees use bilingual/Hindi software out of (b) above.		

**3. Details regarding Electronic/Mechanical Equipment:—**

	Total No.	No. of equipment available in Devanagri Script	No. of Bilingual equipment
	(1)	(2)	(3)
(a) Mechanical/Manual Typewriter			
(b) Electronic Typewriter			
(c) Computers			

**4. Manual, Standard forms etc.**

	Total No.	In Bilingual/Hindi.	Only in English
	(1)	(2)	(3)
Rules/Regulations, Official Manuals/Procedural literature etc.			

**5. Position regarding Filling up the posts relating to 'Hindi'**

Designation	No. of posts		Vacant Since
	Sanctioned	Vacant	
(1)	(2)	(3)	(4)

**6. Specifying the sections to perform whole work in Hindi (according to Annual Programme)**

- (a) Total No. of Sections/Branches in the concerned linguistic region : \_\_\_\_\_
- (b) No. of Sections/Branches out of these, specified to do whole work in Hindi : \_\_\_\_\_

**7. Position regarding Officers/Employees working in Official Language Hindi:**

Total No. of Officers/Employees	No. of those having working knowledge of Hindi	No. of those working in Hindi out of column (2)		
		More than 70%	Between 70%-30%	Below 30%
1	2	3	4	5
Senior Officers (Scale IV and above)				
Other officers and staff.				

**8. Option of Hindi medium in Department and Promotional Examinations**

- (a) Total No. of Examinations conducted during the year. : \_\_\_\_\_
- (b) No. of Examinations in which option to answer in Hindi was given : \_\_\_\_\_
- (c) No. of Examinations in which question papers were bilingual : \_\_\_\_\_

**9. (a) Training Programme (Regarding Banking Business)**

- (i) No. of training programmes organised during the year. : \_\_\_\_\_

(ii) Through Hindi Medium : \_\_\_\_\_

(iii) Through Composite Medium : \_\_\_\_\_

**(b) Training Material**

(i) No. of handouts etc. prepared during the year : \_\_\_\_\_

(ii) In Hindi/Bilingual : \_\_\_\_\_

(iii) Only in English : \_\_\_\_\_

**(c) Faculty Members/Instructors**

Total No.	Competent in delivering lectures in Hindi	Competent in delivering lectures in mixed language

**10. Inspections regarding Official Language carried out during the year**

(i) Total No. of Departments and Subordinate Offices/Branches : \_\_\_\_\_

(ii) No. of those inspected during the year. : \_\_\_\_\_

**11. Publication of Magazines etc.**

	Total No.	Only in Hindi	Only in English
	1	2	3
(a) News Letter/Magazines			
(b) Other Publications			

**12. Purchase of Hindi Books**

(i) Total Expenditure on purchase of books during the year : \_\_\_\_\_

(ii) Expenditure on purchase of Hindi books : \_\_\_\_\_

**13. Bilingual Website**

(i) Whether the banks has its own Website : Yes/No

(ii) If yes, whether it is bilingual : Yes/No

(iii) If bilingual, the percentage of the matter in Hindi : \_\_\_\_\_

**14. Position regarding assurances given to the Committee of Parliament on the Official Language**

(a) No. of pending assurances at the end of the year : \_\_\_\_\_

(b) No. of assurances given during the year. : \_\_\_\_\_

(c) No. of assurances fulfilled during the year. : \_\_\_\_\_

**15. Brief description of the specific achievements/work regarding implementation of the Official Language Policy during the year:**

Signature of the Chairman of the O.L.I.C. ....

Name of the Chairman .....

Designation .....

Telephone No .....

Fax No. ....

E-mail Address .....

**Note:** This report will be returned in case it is not signed by the Chairman of the Official Language Implementation Committee of the Bank/Office.

## CHAPTER-5

## USE OF MECHANICAL/ELECTRONIC EQUIPMENTS

**O.M. No. 12015/18/90-OL(T.C.), dated 25.5.1990**

**Subject:**— Mechanical aids in Devanagari— Follow up action on the decisions taken on the Report (Part-II) of the Committee of Parliament on Official Language.

The undersigned is directed to say that the Committee of Parliament on Official Language, constituted under Section 4(1) of the Official Languages Act, 1963, submitted its report regarding the use of mechanical aids in Devanagari in Government Offices to the President in July, 1987. The decisions taken on the recommendations made therein, after taking into consideration the views of various Central Ministries/Departments and States/Union Territories, were forwarded to all the Ministries/Departments for information and necessary action *vide* this Department's Resolution No. 12015/34/87-OL(TC) dated 29th March, 1990.

2. Attention of the Ministries/Departments of the Central Government and their attached and subordinate offices, public sector undertakings, nationalised banks etc. is invited once again to some of the decisions, with which they are all concerned, for taking action as follows:—

**Electronic Typewriters:**

(1) Regarding the electronic typewriters, the Committee of Parliament on Official Language is of the view that till such time as only Devanagari electronic typewriters are manufactured, all the offices should purchase only those electronic typewriters which have the facility of Devanagari typing along with Roman. In this regard orders were issued by the Department of Official Language *vide* O.M. No. 12015/20/87-OL(TC) dated 15.6.1987 that all the offices of the Central Government should purchase only bilingual electronic typewriters. All the Ministries/Departments are requested to ensure that these orders are implemented strictly.

**Teleprinters/Telex:**

(2) Instruction regarding bilingual teleprinters/telex were issued *vide* Department of Official Language O.M. No. 12015/9/88-OL(TC) dated 28.3.1988. Since the bilingual electronic telex machines have been developed and these machines are also being produced on commercial basis, as already requested in the above O.M., all the Ministries/Departments are requested that in future they should purchase or take on lease only bilingual (Hindi-English) teleprinter/telex machines. The offices having Roman teleprinters/telex on lease at present should immediately request the Department of Telecommunications to install bilingual electronic teleprinter/telex in place of these machines.

**Computers:**

(3) As intimated *vide* this Department's O.M. No. 12015/12/84-OL(TC) dated 30.5.1985, all the offices of the Central Government should purchase only bilingual (Hindi-English) computers, word processors and teleprinters. The Administration Division of every Ministry/Department has been made a check point for ensuring strict compliance of the instructions regarding the purchase of computers, word processors etc. and the Department of Telecommunications has been made a check-point for the purchase of telex/teleprinters. Any machine which does not have bilingual capability should not be purchased without prior approval of the Department of Official Language.

(b) The Committee of Parliament on Official Language has recommended that the Devanagari terminals should be installed with all the computers available in different Government offices, which have the facility of working in Roman only. The recommendation of the Committee has been accepted. Therefore, all the Ministries/Departments may review the position of computers available at present and ensure that Devanagari terminal or card is provided on all the computers. It may be stated that it is now possible to provide bilingual capability on IBM-PC and multi-user systems by using "GIST" Card or "GIST" Terminal respectively. Detailed information regarding this technology is given in **Annexure-1**. All the Ministries/Departments are accordingly requested to review the position in this regard and to modify their existing systems by installing the "GIST" Card or "GIST" Terminal, so that the facility of working in Hindi is available on them. In this regard a time bound programme may be prepared and implemented in every office.

In addition to above, in the Ministries/Departments, offices, undertakings etc. where there are old computers on which bilingual capability cannot be provided due to technical reasons, it would be more useful in terms of costs to replace them by latest bilingual computers. Therefore, all the Ministries/Departments may install latest bilingual computers in place of the old systems after reviewing the position.

(c) The Committee of Parliament on Official Language has recommended that Devanagari characters should also be engraved on the key boards of word processors and electronic typewriters and commands in Devanagari should also be engraved on the command keys. This recommendation has been accepted. All the Ministries/Departments are requested to ensure that they purchase only such computers, word processors and electronic typewriters which have all the characters/commands on their key boards in bilingual form.

(d) All the Ministries/Departments had been requested *vide* Department of Official Language O.M. No. 12015/12/84-OL(TC) dated 31.8.1987 that they should install only such computer systems, as have the facility of entering data and generating report etc. in both Hindi and English languages. All the Ministries/Departments are requested to ensure strict compliance with these orders. It is also requested that information regarding the computers installed in different offices may be sent to this Department latest by 30th June, 1990 in the enclosed proforma at **Annexure-2**.

#### **Use of Bilingual Equipment:**

(4) Orders regarding purchase of a certain percentage of Devanagari typewriters in different regions and provision of at least one Devanagari typewriter in each office as well as purchase of only those electronic devices/equipments that are capable of giving output in both Hindi and English languages have been issued by the Department of Official Language from time to time. According to the report of the Committee of Parliament on Official Language, proper compliance of these orders has not been ensured by various Ministries/Departments, offices and undertakings etc., thereby hampering the pace of use of Hindi as the official language and promoting the use of English language. The Committee has recommended that in terms of Rule 12 of the Official Languages Rules, strict action be taken against the Heads of Departments, who have failed to properly comply with the orders on the subject issued by the Department of Official Language.

Accordingly, the attention of all the Ministries/Departments is specially invited to the above recommendation with the request to ensure strict compliance of the orders issued from time to time in this regard by the Department of Official Language.

(5) The Committee of Parliament on Official Language has also recommended that in regions "A" and "B" where bilingual equipments are installed, these should be used mainly for doing work in Hindi in accordance with the rules regarding official language. Strict and effective check point should be prescribed for this purpose and provision should be made for action against those violating these instructions.

All the Ministries/Departments are requested to ensure appropriate action as per the above recommendation.

3. All the Ministries/Departments are requested to take suitable action on the above instructions and bring these to the notice of their attached and subordinate offices and undertakings, nationalised banks etc. owned and controlled by them and ensure compliance thereof.

### AVAILABILITY AND APPLICATIONS OF THE "GIST" CARD/TERMINAL

Previously, the capability of Devanagari on computers used to be provided by external software. This system had some drawbacks viz;

- (1) Separate Devanagari software was used for every package.
- (2) The machine used to slow down, and
- (3) Popular and standardized packages could not work in Devanagari.

2. The arrival of "GIST" technology has solved these problems to a large extent. "GIST" card is a device which can be fitted in any IBM- PC and with its help, the existing software itself can be run in Devanagari and other Indian scripts. Natural transliteration from one Indian script to another is also possible. The machine also does not slow down as the card has its own processor.

3. Machines, which do not belong to the IBM-PC category eg. multi-user systems etc., can also be made capable of working bilingually or multilingually with the help of "GIST" terminal. The Department of Official Language has prepared a useful software package for the users of "GIST" card, which can convert the Roman data (names, addresses etc.) already entered to Devanagari and any other Indian script. This saves the labour of re-entering this data in Devanagari. This package is available free of cost from the Department of Official Language to the users of the "GIST" card. The names and addresses of the manufacturers of the "GIST" card/terminal are as follows:—

- (1) M/s Applied Electromagnetics Pvt. Ltd.,  
36-37, New Okhla Industrial Complex,  
Phase I, New Delhi-110020.
- (2) M/s Blue Star Limited,  
13, Community Centre, New Friends Colony,  
New Delhi-110065.
- (3) M/s Quark Computers Pvt. Ltd.,  
C-31, Sarvodaya Nagar,  
Kanpur-208005.
- (4) M/s National Information Technologies Ltd.,  
PTI Building, Parliament Street,  
New Delhi-110001.

### Information about the computers installed in the Ministry/Department of-----

	Mini		Super AT		PC	Others
	Systems	Terminals	Systems	Terminals		
Total Nos.						
How many have the facility of entering data and generating reports in Hindi						

**O.M. No. 13034/26/90-OL (C), dated 26.6.1991**

**Subject:**— Use of Electro-mechanical facilities in Devanagari in Central Government Offices.

The undersigned is directed to say that the Committee of Parliament on Official Language, constituted under section 4(i) of the Official Languages Act, 1963, submitted its IIInd report relating to use of Electro-mechanical facilities in Devanagari in Central Government Offices, to the President in July, 1987. The decisions taken on the recommendations made therein after taking into consideration the views of the various Central Ministries/Departments and States/Union Territories were forwarded to all the Ministries/Departments for information and necessary action vide this Department's Resolution No. 12015/34/87-OL(TC) dated 29.3.1990.

2. Attention of the Ministries/Departments of the Central Government and their attached and subordinate offices, Public Sector Undertakings, nationalised banks etc. is invited once again to the following of the said decisions, with which they are all concerned, for taking action as follows:

*2.1 Percentage of Devanagari typewriters in the offices located in Regions 'A', 'B' and 'C'*

The Committee of Parliament on Official Language has recommended that by 1990, the percentage of Devanagari typewriters should be at least 90% in offices located in region 'A', 66.66% in offices located in region 'B' and 25% in offices located in region 'C'. This is applicable to pin-point, bulletin, portable and electronic typewriters also besides ordinary typewriters. It should also be ensured that every office has at least one Devanagari typewriter and purchase of additional typewriters should be made according to the percentage proposed above.

2.2. The recommendation of the Committee has been accepted with the modification that the Department of Official language may issue orders for attaining the targets proposed by the Committee by the end of 1994-95. In the light of the recommendation of the committee, the previous instructions of the Department of Official Language that every office should have at least one Devanagari typewriter, may be reiterated in these orders and it should be ensured that the targets prescribed by the committee are achieved by the end of 1994-95 by increasing the existing number of Devanagari typewriters every year by about 20%. The arrangements for training in Hindi stenography and Hindi typing may also be made accordingly. These targets should also be reflected every year in the annual programme for the implementation of the Official Language Policy.

2.3. In this connection, Department of Official Language has issued so far O.M. No. I/14013/9/89-OL(A-1) dated 9.2.1990 and O.M. No. 14012/19/90-OL(C) dated 28.1.1991 to increase the percentage of Devanagari typewriters and Hindi typists and Hindi stenographers. Copy of this Department's Office Memorandum No. 14012/19/90-OL(C) dated 28.1.1991 is enclosed for ready reference.

2.4. All the Ministries/Departments are again requested that they should ensure an action as per the above Office memorandum. They should bring this to the notice of their attached and subordinate offices and undertakings, nationalised banks etc. owned and controlled by them and ensure their compliance.

**O.M. No. 12015/31/92-OL (T.C.), dated 15.5.1992**

**Subject:**— Information regarding "Telex No." of bilingual electronic telex machine.

Instructions have been issued vide the Department of Official Language O.M. No. 12015/9/88-OL(TC) dated 28th March, 1988 to all the Central Government Ministries/Departments etc. to the effect that they should purchase or get on lease only bilingual (Hindi-English) electronic teleprinter/telex machines. The offices who at present have roman teleprinter/telex machines on lease, should request the Department of Telecommunication to install immediately bilingual electronic teleprinter/telex in place of those machines. Thereafter, these orders were reiterated vide O.M. No. 12015/18/90-OL(TC) dated 25.5.1990. In pursuance of these orders, bilingual electronic teleprinter/telex machines have been/are being installed in many Central Government Offices.

2. In accordance with the Official Language Policy messages on these bilingual electronic equipment should be transmitted mainly in Hindi. This required that the officer writing a telex message should have prior information about the bilingual electronic telex machine installed at the receiving end so that he could prepare it in Hindi for being received in Hindi only at the destination of the message.

3. With a view to ensuring use of these bilingual electronic telex machines mainly in Hindi, it has been decided that all the central Government Ministries/Departments, Attached and Subordinate offices, Undertakings owned or controlled by

them, Nationalised banks etc. should, in the event of bilingual electronic telex machines being used by them, give a clear indication about it at the top of the pre-printed stationery used by them, in the following manner:—

"Bilingual Telex No.-----".

**O.M. No. 12015/26/92-OL (TC), dated 15.10.1992**

**Subject:—** Selection and use of bilingual software/hardware for biscriptual use of computers.

The undersigned is directed to refer to the Department of Official Language O.M. No. 12015/12/84-OL(B-1) dated 30.5.1985, O.M. No. 12015/12/84-OL(TC) dated 31.8.1987, O.M. No. 12015/18/90-OL(TC) dated 25.5.1990 regarding bilingual facilities on computer and their use in accordance with the Official Language Rules and to say that various bilingual (Hindi-English) software/hardware are now available in the market with different kinds of facilities for word processing and data entry. Any office may select a bilingual software/hardware according to its work requirement and can do the work in compliance with the Official Language Rule.

2. All the Central Government offices etc. are requested to make a proper selection of bilingual software/hardware for its use according to the Official Language Rules so that, on the one hand, it could support the use of Official language on computers and, on the other, the various bilingual software/hardware manufacturers could get prompted by the progressive use of their product to modify it further and come out with its updated version.

**O.M. No. 12015/16/92-OL (TC), dated 28.10.1992**

**Subject:—** Purchase/import of bilingual computers.

With reference to the Department of Official Language O.M. No. 12015/12/84-OL(B-1) dated 30.5.85, No. 12015/12/84-OL(TC) dated 31.8.87 and No. 12015/18/90-OL(TC) dated 25.5.90 regarding purchase/import of bilingual computers, the undersigned is directed to say that one of the recommendations made by the Parliamentary Committee on Official Language in its report (Vol. IV) is that equipment such as computers should not be installed unless they have bilingual capability. On this recommendation, a decision was taken by the Government that the Department of Electronics should establish check point in this regard.

2. While taking action on the above mentioned order, the Department of Electronics has taken a decision that the proposals referred to them for seeking no objection for purchase of indigenous or imported computer systems, clearance will be subject to the specific condition, alongwith that those computer systems must have bilingual (Hindi-English) capability. Where such computer systems are purchased or imported directly by the Ministries/Departments etc., without seeking clearance of the Department of Electronics, they should ensure that such computer systems do have bilingual capability.

3. All the Central Government Ministries/Departments are requested to comply with the above mentioned instructions and bring it to the notice of their attached/subordinate offices/owned or controlled companies/undertakings/nationalised banks etc. for compliance.

**O.M. No. 12015/36/92-OL (TC), dated 18.11.1993**

**Subject:—** Supply of Bilingual Electronic Teleprinters/Telex on demand.

Instructions were issued regarding purchase of bilingual electronic Teleprinter/Telex machines *vide* the Department of Official Language O.M. No. 12015/9/88-OL(TC) dated 28.3.1988. In accordance with these orders only bilingual (Hindi-English) electronic Teleprinter/Telex machines are to be purchased by all the Ministries/Departments etc. and not the Roman electronic Teleprinter/Telex machines. Bilingual electronic Teleprinter/Telex machines are being manufactured by the Hindustan Teleprinters Limited, Madras, a Government of India Undertaking. This Undertaking is capable of quickly meeting the instant demand of bilingual Teleprinter/Telex machines and can also manage the annual maintenance of such machines through its regional offices located at Delhi, Bombay, Calcutta & Bangalore.

2. All the Ministries/Departments etc. are requested that they may immediately place their demand of bilingual Teleprinter/Telex at the following address:—

General Manager (Project),  
Hindustan Teleprinters Limited,  
CST Road, Guindy,  
Madras - 600 032

3. All the Ministries/Departments etc. may assess their demand for the machines for the next 2-3 years and based on that place order with the Hindustan Teleprinters Limited, Madras for purchase. This would facilitate the Hindustan Teleprinters Limited to plan their annual production schedule accordingly and accurately. All Ministries/Departments are also requested to bring this information to the notice of their attached and subordinate offices/undertakings owned or controlled by them/nationalised banks/corporations etc. for necessary action.

**O.M. No. 12015/15/90-OL (TC), dated 13.12.1993**

**Subject:—** Use of only bilingual (Hindi-English) Typewriters in the Central Govt. Ministries/Departments/Attached & Subordinate Offices etc.

Attention of all the Ministries/Departments etc., is invited to this Department's O.M. No. 12015/20/87-OL(TC) dated 15.6.1987 on the above mentioned subject, in which it was requested that as per Govt's decision all Ministries/Departments of the Central Govt. and their Attached & Subordinate Offices, Public Sector Undertakings, Nationalised Banks should purchase electronic typewriters in bilingual (Hindi-English) form only.

2. In continuation of the above motioned order, all the Ministries/Departments etc., are requested to ensure while purchasing bilingual electronic typewriters that Devnagari characters are given above the Roman characters on the key-boards and commands are inscribed in Hindi also on Command Keys of their key-boards.

3. All the Ministries/Departments are requested to take suitable action on the above instructions and also bring it to the notice of all their Attached & Subordinate Offices and Public Sector Undertakings. Nationalised Banks etc., owned or controlled by them and ensure compliance thereof.

**O.M. No. 12015/31/96-OL (TC), dated 28.06.1996**

**Subject:—** Use of only bilingual electronic equipments in the Ministries/Departments of Central Government and their attached and subordinate offices, Undertakings, Nationalised Banks, Corporations etc. and development of bilingual software.

In Ministries/Departments of the Central Government and their attached and subordinate offices/undertakings/banks etc. the computerisation is in progress. It has been observed that in many places such computer systems have been installed as are of working only in English. In view of the increasing use of computers in these offices, the need for such special efforts has been felt as may facilitate work in Hindi on these computers, so that the progress in use of Hindi may not get retarded due to increasing computerisation. The Department of Official Language have issued orders to the Central Government offices vide O.M. No. 12015/12/84-OL(TC) dated 30.5.1985 that in offices only bilingual (Hindi-English) electronic equipment should be used. These orders were subsequently amplified *vide* O.M. dated 31.8.1987 of the Department of Official Language (copy enclosed). Despite these orders it has been noticed that the preference for using computers and other electronic equipments has not yet come about. It has also been observed that due to computerisation, the disposal of work in Hindi has not shown desired progress.

2. To ensure the compliance of Official Language policy and to acquire capacity to work in Hindi on electronic equipments, it is necessary that a time-bound programme is chalked out and its implementation ensured. With a view to enable the offices to do their work in Devanagari on computers, Gist Card/Gist terminal or bilingual software can be used. In many offices/departments computers are put to sufficient use for specific applications. These major organisations/offices like Banks, Railways, Airlines, Defence organisations etc. where computers are used on a large scale can take action for developing bilingual (Hindi-English) softwares as per their requirements.

3. In order to ensure that the work disposed in Hindi does not decrease as a consequence of computerisation, it is necessary that whenever computerisation is taken up by Ministries/Departments of the Central Government and their attached and subordinate offices, Undertakings, Nationalised Banks, Corporations etc. they must have the required software developed in bilingual form (English-Hindi).

4. Ministry of Finance etc. are requested to bring these instructions to the notice of their attached and subordinate offices and the undertakings owned or controlled by them and ensure their compliance. The action taken in this regard may be intimated to this Department.

**O.M. No. 12015/41/93-OL (TC), dated 1.2.1994**

**Subject:—** Bilingual Computers—Clarification.

According to the O.M. No. 12015/12/84-OL (B-1), dated the 30th May, 1985 of the Department of Official Language, all computer systems in the Central Government offices should be purchased in bilingual form alongwith dot-matrix printers.

In the O.M. No. 12015/12/84-OL (TC), dated the 31st August, 1987, bilingual computer was defined. However, in the O.M. No. 12015/18/90-OL (TC), dated the 25th May, 1990 of the Department of Official Language, instructions were also issued to the effect that all Ministries/Departments etc. should modify their existing computer systems by installing the "GIST CARD/GIST Terminal", so that the facility of working in Hindi is available on them.

2. Presently, software options are available besides hardware options for word-processing and data-processing in Hindi also on a computer. In this situation, some offices have desired to know from the Department of Official Language as to whether the computer system installed with the "GIST Card/GIST Terminal" only should be considered bilingual. In this regard the following clarification is given:—

"If in an office only word-processing or only data-processing or both types of work is being done on a computer and a facility exists for doing that work in accordance with the Official Language Rules in Hindi or in Hindi/English, either through a software or a hardware (GIST Card/GIST Terminal) or a mix of the two, whichever is considered appropriate, than such a computer will be considered bilingual one. It is also necessary to have with such a computer a bilingual key-board and a dot-matrix printer or a laser printer, as may work with that option for printing."

3. All the Ministries/Departments are requested to take suitable action on the above instructions and bring to the notice of their attached and subordinate offices and undertakings, nationalised banks atc., owned and controlled by them and ansure compliance.

**O.M. No. 12015/43/95-OL (TC), dated 12.3.1996.**

**Subject:—** Training to do work in Hindi on computer.

It has been the efforts of Department of Official Language that work in Hindi on computer may be done. In this regard, it is necessary that training facilities may be made available on this subject. Department of Official Language itself has been sponsoring such training programmes through National Informatics Centre.

2. Hindi is the *Lingua Franca* of the country. Hindi is the mother tongue of majority of the people. Therefore, to make accessible the knowledge of computer to common man, it is necessary that training on the above subject, facilities to work in Hindi on computer may be provided.

3. If your Department is imparting training on computer and providing assistance and incentives to other Institutes/Departments for training on computer, then it is necessary that such training given in Hindi. Now, training in Hindi on computers can be imparted in relation to Data Processing, Word Processing and DTP.

4. Your cooperation in this regard will be helpful in compliance of Official Language Rules. Action taken in this regard may please be intimated to this Department.

Sd/-  
(Ram Sewak Maurya)  
Director (Tech.)

To

Joint Secretary (Admn.)  
All Ministries/Departments of Govt. of India

**O.M. No. 13034/30/98 O.L. (P. & C.), dated 16.10.1998**

**Subject:—** Official Language Information System on "NICNET".

The following information regarding official language, Hindi, have been made available on "NIC-NET" by the Department of Official Language, Ministry of Home Affairs:-

- (a) "Annual Programme" for implementation of the Official Language policy of the Union.
- (b) Manual regarding the use of the Official Language Hindi.
- (c) Seniority list of Central Secretariat Official Language Cadre (April, 1997).
- (d) Training calender of Central Translation Bureau and Central Hindi Training Institute.
- (e) List of Hindi Books.
- (f) Proforma for Annual Assessment Report.
- (g) Proforma for Quarterly Progress Report.
- (h) All India Panel of Translators.

2. All the Central Govt. Offices are requested to make use of the above information. An operational manual giving details as to how the above information can be seen on computer having NIC-NET connection and how the print out can be obtained is enclosed.

**OPERATION MANUAL**  
OFFICIAL LANGUAGE INFORMATION SYSTEM

**Requirements**

1. Computer with XENIX/UNIX operating system and with RADIX Software.
2. GIST Terminal
3. Dot Matrix Printer or Line Matrix Printer.

**Getting Started**

1. Switch on the terminal. Wait for the login prompt.
2. On the login: prompt type **guest** and press enter key.
3. The computer now displays \$ prompt.
4. Set the gist terminal in Devnagari Mode (by pressing ALT-S-DV) Press ALT-M-7 to get 7-bit on.
5. On the \$ prompt type **radix** and press enter key.
6. The computer now displays **NICNET> PROMPT OR \* PROMPT.**
7. Now you have to enter the NICNET number of the Basis Plus 486 machine (40445004860900). Then you will get a prompt like **login:** will appear on the screen.

OR

enter NICNET number 40445003862100 system will ask password, then you enter **cyber** then enter **telnet 164.100.10.14**

8. On the login: prompt type **dol** and press enter key.
9. System will ask **password**, then you enter dol.
10. The system now displays  
— DOL Circular System—
  1. Hindi Version
  2. English Version
  3. Data capture from file
  4. Exit

Now, system is ready to retrieve or see the information regarding the following Book Titles:

- (i) केन्द्रीय सचिवालय राजभाषा सेवा—वरीयता सूची
- (ii) राजभाषा नीति के कार्यान्वयन के लिए वार्षिक कार्यक्रम
- (iii) राजभाषा हिन्दी के प्रयोग संबंधी नियम—पुस्तक
- (iv) राजभाषा हिन्दी के प्रयोग संबंधी वार्षिक मूल्यांकन रिपोर्ट
- (v) पुस्तकों की सूची

If you want to Print or display the text in Hindi Write 1. **and if you want to retrieve text in english write 2. and if you want to download data from file to user account select 3. and if you want to exist type 4. If you want to print/display on screen Hindi version select 1 and press ctrl-w. Then screen will clear and message will display at the bottom of the screen Press Ctrl-W to quit.**

**Press Enter key.**

If you selected 1 or 2, **the system will display TERM ID and TERM (Chapter Titles) of the Central Secretariat Official Language-Seniority List, Annual Programme for the year 1996-97 and Manual regarding the use of the Official Language Hindi. These operations will look like:—**

Term Id	Members	References	Term
1	1	1	केन्द्रीय सचिवालय राजभाषा सेवा संवर्ग वरीयता सूची
2	1	1	राजभाषा नीति के कार्यान्वयन के लिए वर्ष 1994-95 कार्यक्रम
3	1	1	राजभाषा हिन्दी के प्रयोग संबंधी नियम पुस्तक

#### **Enter Term ID Numbers:**

Now you enter Term Id number of the Chapter Title which you want to retrieve and press enter.

Do you want to print or display (P/D):

If you selected option P then system will ask Enter file name:

give file name in which you want to store selected chapter. Data will store in file and system will display

FQM>

again type exit against FQM> prompt and press Enter key the system will display

—DOL Circular System—

1. Hindi Version
2. English Version
3. Data capture from file
4. exit

With option 3 you can download data in your account.

[if you selected option 3 the system will ask file name:

This file name is same which you have given at the time of (P) option no. 1 & 2]

If you selected Display option the system will display the contents of the chapter title. The system will display 15 lines at a time, then system will ask:—

**<Enter scroll command>**

**Scroll commands can be of the following types:—**

NW (Next Window)	—For displaying 15 lines down in text
NL (Next Line)	—For one next line text
NS (Next Section)	—For displaying of next section
PW (Prior Window)	—For displaying 15 lines up in text
PL (Prior Line)	—For displaying one prior line text
PS (Prior Section)	—For displaying one prior section
TOP	—For displaying Complete chapter at a time
DOWN	—For displaying 15 lines down in text
UP	—For displaying 15 lines up in text

Give any of the above command against **<Enter scroll command>** for viewing the desired text.

If you want to view/retrieve sections of the selected chapter write **toc** against **<Enter scroll command>** and press enter key, for instance:—

**<Enter scroll command> toc**

The system will display all the sections under the selected chapter like,

ID	Section Entries
1	5.1 पत्राचार में हिन्दी का प्रयोग
2	5.2 तार/बेतार/फैक्स/आरेख ( नक्शो/ड्राइंगें )
3	5.3 देवनागरी टाइपराइटर
4	5.4 हिन्दी और अंग्रेजी दोनों भाषाओं का प्रयोग

If you want to select particular section number type **g s** and ID no. against the prompt, for instance:—

**Enter scroll command> g s 1 (1=ID number)**

Now, system will display contents of the section no. 1

after displaying 15 lines system ask scroll command like,

**Enter scroll command>**

Direct movement commands:

Go to Section Id Show Section

If you want to come out from the system, type **exit** against **<Enter scroll command>** and press enter key.

The system will show

**FQM>**

again type **exit** against **<FQM>** prompt and press enter key the system will display

H-DOL Circular System—

1. Hindi Version
2. English Version
3. Data capture from file
4. Exit

If you want to retrieve/view the next chapter title, repeat the above process otherwise type 4, the system will come out from radix menu.

If you face any problem please contact:

KEWAL KRISHAN,  
TECHNICAL DIRECTOR,  
NIC-DOL Computer Centre,  
2nd Floor, Lok Nayak Bhawan,  
Khan Market  
New Delhi-110003  
Ph. 24619860  
E-mail ADDRESS: kewal.krishan@nic.in

**O.M. 12015/101/2004-O.L. (T.C.), dated 16.12.2004**

**Subject:—** Regarding implementation of the decisions of the Government on recommendations made in part VI of the report of Committee of Parliament on Official Language.

The undersigned is directed to say on the above mentioned subject that the Committee of Parliament on Official Language has also made the following recommendation, in part VI of its report. The decision of the Government on these recommendations has been intimated to all Ministries/Departments by Resolution No. 12021/02/2003-OL (Impl.-2) dated the 17th September, 2004 of the Department of Official Language.

Recommendation No. 11.10.28: There is a need to increase Hindi training facilities for Govt. officers/employees. Special video/audio cassettes may also be developed for training.

**Order:** "This recommendation of the Committee has been accepted. Free of cost training through Internet may be arranged. Department of Official Language may take an appropriate action in this regard."

In view of this decision all Ministries/Departments, etc. are requested to impart Hindi Training to all the officers/employees. Material for self study of Pragma level on "Lila Hindi Prabodh", "Lila Hindi Parveen" "Lila Hindi Pragma" through English, Kannada, Malayalam, Tamil and Telegu medium, is available free of cost on the portal of Department of Official Language. The address of Department of Official Language portal is [www.rajbhasha.nic.in](http://www.rajbhasha.nic.in).

Kindly inform all your attached/subordinate offices, corporations/bodies under your control regarding this office memorandum and one copy in respect of this may also be forwarded to the Department of Official Language.

**O.M. 12021/10/1/2004-O.L. (Impl.-2), dated 4.1.2005**

**Subject:—** Implementing the decision of the Govt. on the recommendations made by the Committee of Parliament on Official Language in the sixth part of its Report—regarding

The undersigned is directed to say on the above mentioned subject that the Committee of Parliament on Official Language, constituted under section 4(1) of the Official Language Act, 1963, made, *inter alia*, the following recommendations in the sixth part of its Report:

**Recommendation No. 11.5.4:** The bilingual typewriters and other machines are not being used appropriately for doing work in Hindi. Hence, care should be taken to increase their use for such purposes.

**Order:** This recommendation of the Committee has been accepted. The Deptt. of Official Language may issue direction in this regard.

All Ministries/Departments of Government of India were requested to make available bilingual equipments and to use them *vide* this Department's O.M. No. 12015/12/85-OL(B-1), dated 30.05.1985, O.M. 12015/12/84-O.L. (T. C.), Dt. 31.8.1987 & O.M. No. 12015/18/90/-O.L.(T.C.), dated 25.5.1990, but the Committee of Parliament on Official Language observed that use of Hindi on bilingual machines is not being done to the required quantum.

All Ministries/Departments of Government of India are once again requested that use of Hindi on bilingual equipments should be done in accordance with the targets fixed in the Annual Programme.

It is also requested that the contents of this O.M. may be brought to the notice of all attached/subordinate offices and undertaking etc. under intimation to this Department.

**O.M. 12021/01/2004-O.L. (Impl.-2), dated 31.12.2004**

**Subject:—** Implementing the decision of the Govt. on the recommendations made by the Committee of Parliament on Official Language in the sixth part of its Report—regarding

The undersigned is directed to say on the above mentioned subject that the Committee of Parliament on Official Language, constituted under section 4(1) of the Official Languages Act, 1963, made, *inter alia*, the following recommendation in the sixth part of its Report:

**Recommendation No. 11.5.5:** In some offices, instructions issued under section 3(3) of the Official Language Act, 1963 are still not being complied with. To ensure its compliance suitably, steps should be taken and on its violation administrative responsibility should be fixed.

**Order:** This recommendation of the Committee has been accepted. The orders already exist that the compliance of

section 3(3) of the Official Languages Act may be ensured and those showing negligence in this regard may be advised in writing to avoid this attitude in future. Fresh orders to this effect may be issued by the Department of Official Language.

All Ministries/Departments of Government of India were requested to ensure the compliance of section 3(3) of Official Languages Act, 1963 *vide* this Dept's O.M. No. 12024/10/90-OL/B2, dated 26-06-1990 & O.M. 12024/2/92-OL/B-2, dated 6.4.92. But the Committee of Parliament on Official Language observed that some of offices are still not complying with the instructions mentioned in the said O.M. The violation of orders is a matter of great concern.

All Ministries/Departments of Government of India are once again requested that compliance of section 3(3) of the Official Languages Act, 1963 under which some of the documents must be issued in bilingual form simultaneously may be ensured. Officers showing negligence in this regard may be advised in writing to avoid this attitude in future.

It is also requested that the contents mentioned this O.M. may be brought to the notice of all attached/subordinate offices undertaking etc. under intimation to this Department.

## CHAPTER-6

### **IMPLEMENTATION OF OFFICIAL LANGUAGE POLICY IN GOVT. OFFICES/PUBLIC SECTOR UNDERTAKINGS/AUTONOMOUS BODIES/REGISTERED SOCIETIES/ RAJYA SABHA/LOK SABHA SECRETARIAT**

**O.M. No. 12019/3/89-O.L. (Impl.), dated 22.8.1989**

**Subject :—** Implementation of Official Language Policy in Central Government Offices, etc.

A review of the orders/instructions issued from time to time regarding implementation of the Official Language Policy of the Central Government reveals that the various instructions and provisions contained in the Annual Programme are not being complied with properly in some of the Ministries/Departments, Undertakings and Attached and Subordinate Offices etc.

2. The position of Hindi typists stipulated *vide* Department of Official Language O.M. No. 14012/14/87-O.L. (C) should have been achieved by 31st March, 1989. But this target is yet to be achieved in some offices. This should be done without delay.

3. The proportion of stenographers knowing Hindi stenography in the offices located in various regions, stipulated *vide* Department of Official Language O.M. No. 14012/7/87-O.L. (C), dated 20.8.1987, is required to be achieved by 31st March, 1990. The progress made in regard to compliance of this order needs to be monitored.

4. The need for purchase of equipments with facility for working in Hindi as well has been emphasized for implementation of the Official Language Policy. However, equipments like computers, teleprinters etc., being purchased in some offices have the facility for working only in English language and no action is being taken to make the existing equipments capable of working in Hindi as well. This position needs to be improved.

5. As minimum Hindi posts have not been created in some offices, these offices are confronted with difficulty in compliance of the provisions contained in the Official Language Act, Parliamentary Resolutions and Rules etc. These posts should be created without delay so that appointments may be made on these posts.

6. The Government's policy regarding spread and propagation of Official Language is to promote the use of Hindi in official work through incentives and persuasion. At the same time, compliance of rules and orders should be strictly adhered to. Here, it may be mentioned that under rule 12 of the Official Language Rules, 1976, it is the responsibility of the administrative head of every Central Government Office to ensure proper compliance of the directions issued under the Official Language Act and the Official Language Rules. If an employee or officer deliberately neglects the provisions relating to the Official Language, action may be taken on the basis of contravention of the relevant rules and orders.

**O.M. No. I/14013/7/96-OL (P-1), dated 27.1.1997**

**Subject :—** Implementation of Official Language Policy in Central Govt. Offices/Public Sector Undertakings/Autonomous Bodies etc.

According to article 343(1) of the Constitution, Hindi is the Official Language of the Union. In order to promote its progressive use in Ministries/Departments/Offices/Undertakings of Central Government, various provisions have been made in the Official Languages Act, 1963 and the Official Languages Rules, 1976 made thereunder.

2. Clarifications have been sought from the Department of Official Language time and again as to whether the Official Language Policy is applicable to autonomous bodies or not. The Department of Official Language, after careful consideration in the matter, has decided that it would be the responsibility of the Government machinery to ascertain that the autonomous bodies which have been set up at the initiative of the Government are responsive to all policies including the Official Language Policy of the Government. Hence, the Government machinery ought to ensure that official language policy of the Government is not ignored and the language policy of the autonomous bodies is in consonance with it.

3. All Ministries/Departments of Central Government are requested to ensure compliance according to para 2 above.

**O.M. No. I/14013/09/99-OL (P-1), dated 9.12.1999**

**Subject:**— Applicability of the official language policy of the Government of India to autonomous bodies etc. clarification— regarding

Attention of the Ministry of Health and Family Welfare etc. is invited to the deliberations of the Central Official Language Implementation Committee held on 16, 17 and 18 June, 1999. A specific clarification was sought in the meeting by a representative of a participating Department, whether orders regarding the Official Language Policy of the Government were applicable or not to the autonomous bodies. After consultations with the Ministry of Law, it is now clarified as below:—

(1) Art. 343(1) of the Constitution states that the Official Language of the Union shall be Hindi in Devnagari script. As per clause (2) of the Article, for a period of 15 years from the date of the commencement of the Constitution, the English language shall continue to be used for all official purposes of the Union for which it was being used immediately before such commencement. The proviso to clause (2) provides that the President may, during the said period, by order authorise the use of Hindi language in addition to English language. Clause (3) states that Parliament may by law provide for the use, after the said period of 15 years, of the English language for such purposes as may be prescribed by law.

(2) The Official Languages Act, 1963 was enacted in pursuance of clause (3) of Art. 343 and clause (2) of Art. 120 of the Constitution to provide for the continued use of English language in addition to Hindi for all official purposes of the Union for which it was being used immediately before the 26 January, 1965 and for transaction of business in Parliament.

(3) The autonomous bodies and registered societies promoted or set up by the Government of India are instrumentalities of the Union and come within the purview of Art. 343 of the Constitution.

(4) It may, however, be noted that Official Languages Act merely continues the use of English language in addition to Hindi. It does not provide anything which can be interpreted as limitation on the Government's power to implement its policies with regard to the use of official language Hindi in pursuance of the provision contained in PART XVII of the Constitution.

(5) It is also pertinent to mention that Art. 343 and 344 deal with the process of transition. The ultimate aim is provided in Art. 351 which fulfills the object of the spread and development of Hindi language and enrichment of the composite culture of India. Therefore, keeping in view the scheme provided in the Constitution to promote, develop and implement the official language Hindi, the policy and orders of Govt. of India pursuant to PART XVII of the Constitution may be applicable to the autonomous bodies and registered societies set up at the initiated of the Govt. of India.

(6) In view of the forgoing autonomous bodies/registered societies promoted or set up by the Government of India are covered by the provisions of Art. 343(1) and without any amendment in the Official Language Act, they are required to implement the policy and orders of the Government of India with regard to transaction of their official business through the official language Hindi.

**(For publication in the Gazette of India, Part-I, Volume-I both in Hindi and English in diglot form)**

**No. I/20012/4/92-O.L. (Policy-I)**

**New Delhi-110 003. Dated 24 November, 1998**

### RESOLUTION

The Committee of Parliament on Official Language was constituted under section 4 (1) of the Official Languages Act, 1963. The Committee submitted fifth part of its Report, relating to language(s) of the legislation and languages to be used in various courts and tribunals to the President.

In accordance with Section 4(3) of the Official Languages Act, 1963, the Report was laid on the table of Lok Sabha and on the table of Rajya Sabha. Copies of the Report were sent to all the Ministries/Departments of Government of India and to all States/Union Territories. After considering the views expressed by the State/Union Territory Governments and various Ministries/Departments/Institutions besides the Supreme Court of India and the legal position and practical possibilities, decision has been taken to accept some recommendations of the Committee in their original form, some others have not been accepted. Accordingly, the undersigned is directed to convey the Orders of the President made under section 4 (4) of the Official Languages Act, 1963 on the recommendations made in the Report of the Committee as follows:-

## **1. Strengthening of the Department of Official Language and monitoring the implementation of the Official Language Policy.**

### **Recommendation No. 1**

Action should be taken urgently by reorganising the Department of Official Language of the Ministry of Home Affairs and giving it the status of a full-fledged Ministry in order to make it more strong and competent.

"It may not be pragmatic to give the Department of Official Language the status of a full-fledged Ministry in view of the work allocated to it at present."

### **Recommendation No. 2**

A Division should be set up in the Department of Official Language immediately for monitoring the follow-up action and ensuring implementation of the presidential orders on the recommendations of this committee.

"This recommendation of the Committee has been accepted in principle. The Department of Official Language shall formulate and take up the proposal with the Department of Expenditure for strengthening of its implementation set-up including the Regional Implementation Offices and ensure action thereon."

### **Recommendation No. 3**

In other Ministries/Departments and in their related offices, undertakings, institutions etc. also, action to create posts required for monitoring, implementation and translation arrangements for compliance of Official Language Policy and to implement orders of the President on the recommendations of this Committee, and, action for making appointments on these posts should be taken without delay.

"This recommendation of the Committee has been accepted. The Department of Official Language shall request all the Ministries/Departments to take necessary action."

### **Recommendation No. 4**

In accordance with the recommendations made in para 41.21 of Part-IV of the Report of this Committee, the Committee should monitor the compliance of the Presidential orders made on the recommendations of the Committee until the Department of Official Language is given the status of full-fledged Ministry.

"The Department of Official Language may monitor the compliance of the Presidential orders made on the recommendations of the Committee. For this purpose, the Department should be suitably strengthened."

### **Recommendation No. 5**

Stringent action may be taken against those officers, who in spite of being proficient in Hindi are violating Presidential Orders.

"The Department of Official Language may issue directions to all the Ministries/Departments that they should motivate and encourage their senior officers, especially Deputy Secretaries and officers of equivalent rank and other officers senior to them to do their work in the Official Language Hindi."

## **2. The Language of the original draft of Bills etc. to be introduced in Parliament.**

### **Recommendation No. 6**

The original drafting of Bills to be introduced in either House of Parliament of Notifications, Orders, Rules, Resolutions, Regulations or Bye-Laws issued under the Constitution or any Central Act, should be in Hindi. Hindi text introduced in either house of Parliament should be the original text and English version of the text should be prepared as authenticated text till the English language continues to be used in the Supreme Court. Section 5(2) of the Official Languages Act, 1963 should be amended accordingly.

### **Recommendation No. 7**

Similarly, original drafting of Bills etc. should be done in Hindi in the Hindi speaking states and their translation in English should continue to be made. While both the versions should be introduced in State Legislative simultaneously, the Hindi version should be considered as the authoritative text.

"This recommendation has been accepted in principle. Therefore, it may be forwarded to all the State Governments located in Region 'A' for further consideration and action."

#### **Recommendation No. 8**

As regards the non-Hindi speaking states, original drafting of Bill etc. should be done in the Official Language of the State and its translation should be done in Hindi and English both. A minor amendment to this effect may be carried out in Section 6 of the Official Languages Act, 1963.

"This recommendation has been accepted in principle. It may be forwarded to State Governments of Regions "B" and "C" for further consideration and action."

#### **Recommendation No. 9**

Hindi is the Official Language of the Union and for making legislative drafting of the non-Hindi speaking states originally in the official language of the state or in Hindi, the Union Government should provide assistance for Hindi translation of the Acts of State Governments or grant financial assistance to non-Hindi speaking states for this purpose.

"For preparing Hindi version of legislative draft, the State Governments located in non-Hindi speaking regions may consider formulating training programmes for their employees and Legislative Department of the Central Government may formulate a project to provide financial assistance for such training."

#### **Recommendation No. 10**

Legislative Department of the Government of India should make adequate arrangements for imparting training to its draftsmen to enable them to draft Bills etc. originally in Hindi. For this purpose, it is necessary that separate Department is set up for doing legal work in Hindi. In order to attract efficient and experienced persons the draftsmen of Hindi and other Indian languages should be inducted in the Indian Legal Service as a separate body.

"This recommendation is accepted to the extent that Legislative Department of the Government of India should make arrangements for imparting training to legal experts/draftsmen for drafting legal material originally in Hindi."

### **3. Compliance of Official Language Policy of the Union in Lok Sabha and Rajya Sabha Secretariats.**

#### **Recommendation No. 11**

The position regarding action on administrative matters relating to service conditions of the employees of the Lok Sabha and Rajya Sabha Secretariats is similar to that of any Central Government Office. Therefore, these Secretariats should also prepare their annual programmes for progressive use of Hindi in their day-to-day work on the pattern of annual programme issued and should set up their own mechanism for monitoring the implementation thereof.

"This recommendation of the Committee has been found acceptable. The Speaker of the Lok Sabha and the Chairman of the Rajya Sabha are requested to consider this recommendation for implementation."

### **4. Compliance of Official Language Policy in the office of the Registrar General, Supreme Court.**

#### **Recommendation No. 12**

Office of the Registrar General, Supreme Court should comply with the provisions regarding Official Language Policy of the Union of India in its administrative work. Basic infrastructure for doing work in Hindi should be set up and officers and employees should be given incentives for this purpose.

"The recommendation has been found worthy of acceptance. Ministry of Law, Justice and Company Affairs may in consultation with the Supreme Court consider preparing a feasible work-plan for introducing an Official Language Policy in a phased manner in the internal administrative working of the Supreme Court and may consider implementing the same."

### **5. Use of language in Judgements of the Supreme Court.**

#### **Recommendation No. 13**

The use of Hindi simultaneously with English should be authorised in the Supreme Court. Every judgement should be made available in both languages. The judgement can be delivered by the Supreme Court in Hindi or English. This may be done in such a manner that a judgement, if delivered in Hindi, should be translated in English and if the judgement is delivered in English the same should be translated in Hindi.

"This recommendation has been found worthy of acceptance in the context of this recommendation, Ministry of Law, Justice and Company Affairs may, in consultation with the Supreme Court assess the additional arrangements and resources and financial outlays necessary for accepting the recommendation. In tandem, a long term action plan may be prepared and considered for implementation."

#### **6. Use of Hindi in the administrative work by the Judges of the Supreme Court/High Courts.**

##### **Recommendation No. 14**

A scheme should be initiated to encourage judges and other officers of the Supreme Court and various High Courts for use of Hindi in their administrative and judicial work. Seminars, workshops, refresher courses, training programmes etc. should be organised for this purpose.

"This recommendation is accepted to the extent that the recommendation may be forwarded to concerned State Governments for necessary consideration and action in the context of the High Courts located in Region 'A'. In the context of other High Courts and the Supreme Court, the concerned State Governments and the Ministry of Law, Justice and Company Affairs should consider taking action in this regard at an appropriate time."

##### **Recommendation No. 15**

An institution or organisation should be set up to impart training for the use of Hindi Language in the field of law namely, legislation, judicial functioning and teaching of law to the officers of judiciary, lawyers and law teachers.

"This recommendation is accepted in principle. The Legislative Department of Government of India may take appropriate initiative in this regard."

#### **7. Use of languages in the judgements/proceedings of High Courts.**

##### **Recommendation No. 16**

The official language of the concerned State or Hindi should be used in the judgements, decrees and orders of High Courts. But arrangements should also be made so that the authoritative translation of each judgement is made available in both the languages. As long as English continues to be in vogue, arrangements for providing their authoritative translation in English may be made. However, the proceedings of the High Courts may be conducted in the official language of the States or in Hindi or in English.

"For the purpose of this recommendation, the present policy to act within the frame work of the available provisions of the constitution and the Official Languages Act, 1963, is adequate."

##### **Recommendation No. 17**

For providing authoritative Hindi translation of judgements delivered in the Official Language of the concerned State, the Union Government may provide special financial assistance to the concerned State Governments of non-Hindi speaking States.

"For making available authenticated Hindi translation of judgements delivered in the State Official Languages of non-Hindi speaking States, the concerned State Governments may themselves take action in this behalf by optimally utilizing their own, financial resources."

#### **8. Compliance of the Official Language Policy in the Quasi-Judicial Organisation, Administrative Tribunals etc. of the Union.**

##### **Recommendation No. 18**

The quasi-judicial organisation, administrative tribunals etc. of the Union are the organs of the Central Government and are under the control of Central Government. Therefore, like other Central Government Offices, they should also do their official work in accordance with the Official Languages Act, 1963 and the rules framed thereunder. Some of the rules of the quasi-judicial bodies or all the Acts and Rules relating to them should be amended immediately and a provision should be made therein for the use of Hindi, the Official Language of the Union.

"This recommendation has been found worthy of acceptance. Every Ministry/Department should always make the necessary provisions required for ensuring compliance of Official Language Policy of the Union at the time of establishing new Quasi-judicial establishments/bodies, administrative authorities etc. within its jurisdiction. Every

Ministry/Department of the Government should also take steps for having the necessary provisions in keeping with the Official Language Policy in the quasi-judicial bodies etc. existing under their control."

#### 9. Education of law through Hindi medium.

##### **Recommendation No. 19**

All the universities and other institutions in the field of law should make arrangements for imparting education in law at graduate and post-graduate levels in Hindi in the whole country. Even at present, education in law is being imparted in Hindi in many Universities which needs to be extended.

"On this recommendation, the Department of Education may take necessary action in a phased manner."

##### **Recommendation No. 20**

The task of translating legal classics, available in other languages, into Hindi may be accelerated.

"This recommendation of the Committee has been accepted. The Department of Legal Affairs should take necessary steps in this regard."

##### **Recommendation No. 21**

It is also necessary that all the reportable judgements of the Supreme Court should be published in the journal of Department of Law after getting them translated in Hindi. Likewise, all the reportable judgements of various High Courts, should also be published in a large number as possible after getting them translated into Hindi.

"This recommendation of the Committee has been accepted in principle. The Legislative Department may take steps necessary for initiating efforts in this regard."

##### **Recommendation No. 22**

A library should be set up in Delhi in which maximum number of latest books pertaining to law in various Indian Languages should be available.

"This recommendation has been found worthy of acceptances. The Ministry of Law, Justice and Company Affairs may prepare a time-bound plan for setting up the proposed library in consultation with the concerned organisations and take action thereon."

Sd/-

(DEV SWARUP)

*Joint Secretary to the Government of India*

#### **ORDER**

A copy of this Resolution be sent to all the Ministries and Departments of the Government of India, all State Governments and Union Territories, the President's Secretariat, the Vice President's Secretariat, the Cabinet Secretariat, the Prime Minister's Office, the Planning Commission, the Comptroller and Auditor General of India, the Lok Sabha Secretariat and the Rajya Sabha Secretariat, the Registrar General of Supreme Court, the University Grants Commission, the Law Commission, the Bar Council of India etc.

This Resolution should also be published in the Gazette of India for general information.

Sd/-

(DEV SWARUP)

*Joint Secretary to the Government of India*

No. 1/20012/04/92-O.L. (Policy-1) Date: 24 November, 1998

**O.M. No. 1/20012/1/99-OL(Policy-1), dated 28.2.1999**

**Subject:**— Follow-up Action on the decisions taken on the Recommendations made in the Fifth Volume of report of Committee of Parliament on Official Language:

Kindly refer to the Resolution No. 1/20012/4/92-O.L. (P-1) dated 24th November, 1998 of the Department of Official Language which was circulated for necessary action regarding decisions of the Govt. on recommendations made in the Fifth Volume of report of Committee of Parliament on Official Language, relating to the language of legislation and the language to be used in High Courts and Tribunals.

2. All the Ministries/Depts. are required to take action on the recommendation No. 3, 5 & 18 on above-mentioned Resolution. Hence, it is requested that appropriate early action is taken as per the decisions of the Govt. on this recommendation & the Department of Official Language may be informed within three months regarding action taken in this respect.

Please acknowledge.

**O.M. No. 1/20012/01/99-OL (Policy-1), dated 30.9.1999**

**Subject:**— Action in compliance of Official Language Policy of the Union-implementation of Presidential Orders as per decisions of the Government on the recommendation No. 03 and 05 of the 5th Part of the Report of the Committee of Parliament on Official Language.

The undersigned is directed to say that the Orders of the President were issued on 24th November, 1998 vide Resolution No. 1/20012/04/92-OL (Policy-1) on the recommendations made in the 5th Part of the Report of the Committee of Parliament on Official Language, constituted under Section 4(1) of the Official Languages Act, 1963.

2. In accordance with the Presidential Order issued on the recommendations indicated in the aforesaid Resolution, all the Ministries/Departments etc. are requested to take action as per the recommendation at Sl. No. 3 and while taking action on the recommendation at S.No. 5, they may motivate and encourage their senior officers especially Deputy Secretaries and officers of equivalent rank and other officers senior to them to do their work in the official language Hindi. They are also requested to send this Office Memorandum to all their attached and subordinate offices and undertakings, nationalised banks, semi-judicial bodies etc. under their control for taking appropriate necessary action.

**(For publication in the Gazette of India, Part-1, Volume-1 both in Hindi and English in diglot form)**

**No. 12021/02/2003-OL(Imp.-II), dated 17.09.2004**

**RESOLUTION**

The Committee of Parliament on Official Language was constituted in 1976 under section 4(1) of the Official Languages Act, 1963. The Committee submitted sixth part of its Report, relating to the use of Hindi in the Indian Embassies, High Commissions, Offices, Public Sector Undertakings, Banks, etc., located abroad and the use of Hindi in the correspondence between the offices of Central Government and State Governments, to the President. In accordance with section 4 (3) of the Official Languages Act, 1963, the Report was laid on the Tables of the Lok Sabha and Rajya Sabha. Copies of the Report were sent to all Ministries/Departments of the Government of India and to all States/Union Territories. After considering the views expressed by the State/Union Territory Governments and various Ministries/Departments, it has been decided to accept most recommendations of the Committee in toto and some with modification. Accordingly, the undersigned is directed to convey the orders of the President made under section 4 (4) of the Official Languages Act, 1963 on the recommendations made in the Report of the Committee as follows:

**11.4 Recommendations in connection with action taken by Government on the recommendations made in various parts of report.****11.4.1 First Part**

**Recommendation No. 11.4.1.1:** The translation of remaining codes/manuals procedural literature of Ministry of Defence, Ministry of Railway, Ministry of Communication and other Ministries/Departments may be completed at the earliest.

**Recommendation No. 11.4.1.2:** The translation of the decisions delivered by the Privy Council, Federal Court and Supreme Court and books on law may be completed by the Department of Legislative Affairs at the earliest.

**Recommendation No. 11.4.1.3:** The Department of Official Language should take action immediately on the recommendations made in connection with the training in translation, translation refresher courses and arrangement for training to Hindi officers and other higher officers.

**Recommendation No. 11.4.1.4:** The Department of Education in the Ministry of Human Resource Development should take appropriate action immediately for evolving standard terminology, finalising standard Hindi equivalent of new words, periodical review of glossaries, expediting the finalisation of terminologies presently being evolved, constituting a high level Committee to provide guidance in the field of terminology, use of standard terminology, propagation and distribution, organising work-shops for Hindi Teachers, identification of all India terminology, adoption of glossaries published by the Commission for Scientific and Technical Terminology, use of standard terminology in study and teachings, imparting knowledge of technical terminology in work-shops, writing of books in Hindi on scientific and technical subjects, use of standard terminology in the office work of Central Government, distribution of glossaries in adequate number, provision of detailed information about glossaries to institutes concerned with education, establishing a glossaries bank and other recommendations made in the field of education.

**Recommendation No. 11.4.1.5:** The Department of Education, Ministry of Health and Family Welfare and Indian Council for Agriculture Research should take necessary action on the recommendations made in connection with the medium of teaching being made Hindi and other Indian Languages for higher education.

**Recommendation No. 11.4.1.6:** The Government should take immediate action for making amendment in section 7 of Official Languages Act, 1963 and for making arrangements for providing option of Hindi in the proceedings of Supreme Court as has been recommended under para 14.4.4 and para 14.4.7 respectively of first part of the Report of Committee.

#### 11.4.2 Second Part

**Recommendation No. 11.4.2.1:** The Department of Electronics and Ministry of Industry should take appropriate action on the recommendation relating to research, development and manufacture of Devanagari Electronic typewriters as well as the special concession on the excise-duty on these typewriters.

**Recommendation No. 11.4.2.2:** In the context of recommendation to strengthen the Hindi typing training and Hindi stenography, a report may be submitted after conducting survey of remaining manpower and existing training arrangements for training in various fields by Central Hindi Training Institute and accordingly training arrangement may be strengthened.

**Recommendation No. 11.4.2.3:** Department of Electronic and Department of Official Language should take immediate action on the Report of the Working Group constituted by the Department of Electronics regarding the use of Hindi in electronic mechanical facilities.

**Recommendation No. 11.4.2.4:** The scheme of Technology Development Mission prepared by the Department of Electronics for the development of Indian languages should be fully implemented.

**Recommendation No. 11.4.2.5:** Department of Education should take immediate action on the recommendation regarding the training under Computer Literacy Programme in Hindi medium.

**Recommendation No. 11.4.2.6:** To ensure strict compliance of Official Language Policy, Department of Official Language should take immediate action on the recommendation regarding making the Department of Official Language strong and resourceful.

**Recommendation No. 11.4.2.7:** Ministry of Finance should reconsider the recommendation of the Committee to give special incentive to Teleprinter and Computer operators for doing work in both the languages.

#### 11.4.3 Third Part

**Recommendation No. 11.4.3.1:** Finance Ministry should reconsider the recommendation regarding increase in cash prize amount and lump-sum amount payable under Hindi Teaching Scheme.

**Recommendation No. 11.4.3.2:** Department of Official Language should take immediate action on the report of Revision Committee constituted for the review and revision of courses and revision of training programmes of Hindi under Hindi Teaching Scheme.

**Recommendation No. 11.4.3.3:** Department of Official Language should take immediate action on the recommendations of the Committee to allow relaxation in the standards of opening new training centres in Region 'C' and to allow relaxation in prescribed standards for the creation of new posts of Hindi Teachers.

**Recommendation No. 11.4.3.4:** Department of Education should immediately furnish the Report of the Committee constituted for the revision of standards to give grant-in-aid and incentive to voluntary institutions doing work of Hindi Teaching and take action accordingly.

**Recommendation No. 11.4.3.5:** Department of Education should take appropriate and effective action on the recommendation for Hindi Teaching through correspondence courses and teaching through Hindi Medium in educational institutes in all parts of the country.

**Recommendation No. 11.4.3.6:** Department of Official Language should take immediate action on the recommendations for strengthening the Department of Official Language and Central Hindi Training Institute and its sub-institutes.

**Recommendation No. 11.4.3.7:** Ministry of Information and Broadcasting should take immediate action for the implementation of recommendation of the Committee regarding telecasting of Hindi lessons on Doordarshan.

**Recommendation No. 11.4.3.8:** Indian Council of Agricultural Research, Department of Education and Ministry of Health and Family Welfare should ensure full and appropriate action on the recommendations of the Committee to give option of Hindi medium in entrance examinations and courses of Agricultural and Engineering Training Institutes and courses of medical sciences, commercial subjects etc.

**Recommendation No. 11.4.3.9:** Ministry of Defence should take immediate action on the recommendation to impart training to translate the foreign languages directly into Hindi in the School of Foreign Languages.

**Recommendation No. 11.4.3.10:** Department of Personnel and Training should take immediate action on the recommendation regarding review of various recruitment rules in view of Official Language Resolution, 1968.

**Recommendation No. 11.4.3.11:** Government should take immediate action on the recommendations given in para 18.10 and 18.12 of Part III for providing option of Hindi medium in all the recruitment examinations and to abolish the compulsory question paper of English in recruitment examinations respectively.

#### 11.4.4 Fourth Part

**Recommendation No. 11.4.4.1:** Department of Personnel and Training should take immediate and appropriate action on the recommendation regarding making entries in respect of Official Language in Confidential Reports.

**Recommendation No. 11.4.4.2:** Government should reconsider the recommendation regarding issue of documents under Section 3(3) in Region 'A' in Hindi only.

**“Presidential orders already exist on the recommendations made in the aforesaid four Parts of the Report of the Committee. The said recommendation No. 11.4.3.11 of the Committee has not been accepted. It is mentioned in the subsequent recommendation No. 11.5.13.”**

#### 11.5 Recommendations regarding the Progressive use of Hindi in Ministries and other offices of Central Government

**Recommendation No. 11.5.1:** Monitoring arrangement done to ensure the compliance of orders, instructions etc., regarding Official Language is insufficient. Therefore, it should be strengthened and the subordinate/attached offices should be inspected from time to time by the representatives of Ministries/Departments/Headquarters.

**Recommendation No. 11.5.2:** In most of the offices particularly located in region “B” and “C”, the officers/employees are not fully aware of the Official Language Rules, Official Language Policy and the orders/instructions issued in this regard, recommendations made by the Committee of Parliament on Official Language and the Presidential orders issued thereon as a result of which they are not conscious of the implementation of Official Language Policy. It is the responsibility of the Administrative Heads that they should ensure awareness of such orders/instructions etc. and also their compliance.

**“The aforesaid recommendations of the Committee have been accepted. Directions to this effect have already been issued by the Department of Official Language.”**

**Recommendation No. 11.5.3:** Training facilities in the offices located in Region “C” should be strengthened and its better utilisation should be ensured.

**“This recommendation of the Committee has been accepted in principle. Appropriate action may be taken by the Department of Official Language.”**

**Recommendation No. 11.5.4:** The bilingual typewriters and other machines are not being used appropriately for doing work in Hindi. Hence, care should be taken to increase its use for such purposes.

**“This recommendation of the Committee has been accepted. The Department of Official Language may issue directions in this regard.”**

**Recommendation No. 11.5.5:** In some offices, instructions issued under Section 3(3) of the Official Languages Act, 1963 are still not being complied with. To ensure its compliance, suitable steps should be taken and on its violation administrative responsibility should be fixed.

**“This recommendation of the Committee has been accepted. The orders already exist that the compliance of Sec. 3(3) of the Official Languages Act may be ensured and those showing negligence in this regard may be advised in writing to avoid this attitude in future. Fresh orders to this effect may be issued by the Department of Official Language.”**

**Recommendation No. 11.5.6:** Department of Official Language should ensure the timely distribution of Annual Programme and serious efforts should be made to achieve the targets laid therein.

**“Orders regarding timely distribution of Annual Programme and its compliance already exist. The recommendation of the Committee has been accepted.”**

**Recommendation No. 11.5.7:** The regular holding of the meetings of the Official Language Implementation Committee should be ensured.

**“Directions to the effect already exist that a meeting of Official Language Implementation Committee may be held in each quarter. This recommendation of the Committee has been accepted.”**

**Recommendation No. 11.5.8:** Hindi Advisory Committees in Ministries/Departments should be constituted/reconstituted in time and meaningful & effective meetings should be organised.

**“It is not feasible to hold meetings of Hindi Advisory Committee, on an average, more than once a year. If such meetings are held at least twice a year at the Minister's level, Committee can achieve its purpose.”**

**Recommendation No. 11.5.9:** Use of Hindi in original correspondence is lagging far behind the prescribed target. Effective steps should be taken to improve it.

**“The orders in this regard already exist. This recommendation of the Committee has been accepted.”**

**Recommendation No. 11.5.10:** Particular attention should be paid for the purchase of dictionaries, glossaries, help and reference-literatures and other Hindi books and the amount spent on it should be as per the laid down target.

**“This recommendation of the Committee has been accepted with the modification that out of the total funds made available to the libraries, 50% of the money left after the purchase of journals and reference literature may be spent on the purchase of Hindi books. It is obligatory to purchase all the books mentioned in the list of Standard Hindi books circulated by the Department of Official Language. A list of Standard Hindi books will be made available to all ministries/departments from time to time by the Department of Official Language.”**

**Recommendation No. 11.5.11:** Codes/manuals and other procedural literature should be made available in bilingual form since the same are still not available in diglot form in some offices.

**Recommendation No. 11.5.12:** In most of the training centres, training is still imparted in English. In these centres, provision should be made to make available the entire training material in Hindi/bilingual form.

**“The orders in this regard already exist. The aforesaid recommendation of the committee has been accepted.”**

**Recommendation No. 11.5.13:** The compulsory English Question Paper in all recruitment examinations should be abolished. The option of giving answers in English medium to a candidate should be given only under unavoidable circumstances. Similar rules should be applicable in interview also.

**“The orders regarding opting Hindi as the medium for the interviews already exist. But the recommendation with regard to dispensing with the compulsory English question paper and making Hindi as a medium of all recruitment examinations has not been accepted as this is against the spirit of the Official Language Resolution, 1968 passed by both the Houses of Parliament.”**

**Recommendation No. 11.5.14:** In some offices, entries are still being made in English in registers/service books. Appropriate steps should be taken to ensure that such entries are made in Hindi as per Government orders.

**“In view of the recommendation made in Part 4 of the Report of the Committee in this regard, all the Ministries/ Departments were requested by the Department of Official Language vide their O.M. No. 12024/2/92-O.L.(B-2) dated 21.07.1992 to make entries in Hindi in registers/service books in Central Government offices situated in regions "A" and "B" and make entries as far as possible in Hindi in offices situated in region "C".”**

**Recommendation No. 11.5.15:** The check points should be made more effective and active.

**“The orders already exist in this regard. Therefore, this recommendation has been accepted.”**

**Recommendation No. 11.5.16:** As far as possible, all publications should be brought out in bilingual form and it should be ensured that material in English and Hindi is almost equal.

**“The orders have already been issued in this regard. This recommendation of the Committee has been accepted.”**

**Recommendation No. 11.5.17:** In some of the towns, the number of the members of the Town Official Language Implementation Committee is too large. The Committee of Parliament on Official Language, therefore, suggests that maximum number of members of the Town Official Language Implementation Committee should be fixed as 40 and these Committee should be divided into two or more Committees accordingly.

**“This recommendation of the Committee has been accepted with the modification that the Committees comprising 150 members or more than that may be bifurcated. Department of Official Language may issue directions in this regard.”**

**Recommendation No. 11.5.18:** Assurances given to the Committee of Parliament on Official Language during inspection should be completed in a specified time period.

**“Committee of Parliament on Official Language do not seek assurance from any office. If an office gives assurance on its own, it should fulfill it without delay. Department of Official Language may issue directions in this regard.”**

#### **11.6 Recommendations regarding use of Official Language Hindi in correspondence between Central Govt. Offices and State Government Offices.**

**Recommendation No. 11.6.1:** In the States, where Official Language Act has not been passed, this Act/Resolution should be passed without any further delay and provisions should be made in Official Language Act/Rules for correspondence in Hindi between Centre and Hindi-speaking States/Union Territories.

**Recommendation No. 11.6.2:** The compulsory question paper in English in the recruitment examinations conducted by the States should be abolished. English should not be the only medium of examinations but should only be an option. The medium of examinations should be the official language or the language mostly spoken in the concerned state or Hindi. Option of English medium may also be given in case it is unavailable due to local conditions.

**“The aforesaid recommendations of the Committee will be referred to the State Governments for consideration. Provisions regarding the Official Language or Official Languages of the States have been enumerated in Article 345 of the Constitution. As per these provisions, the State Governments are competent enough to take a decision on their own.”**

**Recommendation No. 11.6.3:** In all States, Hindi Division/Cell should be established at the State-Secretariat level comprising of Hindi staff, Hindi typist, Hindi stenographer and adequate arrangements should also be made for Devanagari or bilingual typewriters/computers.

**“This recommendation of the Committee has been accepted. This may be referred to State Governments for consideration.”**

**Recommendation No. 11.6.4:** It should be ensured that communications received in Hindi from any region are replied to in Hindi.

**“This recommendation of the Committee has not been accepted because as per provisions of Article 346 of the Constitution, official language is to be used in correspondence etc.”**

**Recommendation No. 11.6.5:** Hold of English in subordinate courts should be abolished and encouragement should be given to promote the use of languages which are included in the Eighth Schedule, Hindi and Official Language of concerned State. Provisions should be made for maximum use of Hindi and Official Language/Languages of concerned State in the proceedings of High Courts also.

**“This matter falls under the jurisdiction of the State Governments. Therefore, this recommendation of the Committee may be referred to State Governments for further consideration and action.”**

**Recommendation No. 11.6.6:** All legislative business and Bills, Acts, Rules etc. which are presented in Legislature should be originally drafted in Hindi or in Official Language of State and thereafter if unavoidable English translation thereof should be done. In case of any controversy, text in Hindi or in the Official Language of State should be treated as authentic.

**“This recommendation of the Committee has been accepted in principle. It is concerned with State Governments, therefore, it may be referred to State Governments for further consideration and action.”**

**Recommendation No. 11.6.7:** Hindi or Official Language of the concerned State should be adopted as the medium of education at every level.

**“This recommendation of the Committee is not distinct.”**

**Recommendation No. 11.6.8:** At State level, electronic instruments-equipments/computers etc. should be provided either in bilingual form or in Hindi only and their full utilisation for doing work in Hindi should be ensured.

**“This recommendation of the Committee has not been accepted.”**

**Recommendation No. 11.6.9:** Procurement of only Roman typewriters/electronic equipments etc. should be banned.

**Recommendation No. 11.6.10:** Provisions should be made to send information to Central Government offices on telex, teleprinter etc. in Hindi and provisions should also be made to send the maximum telegrams, fax etc. in Devanagari.

**“The said recommendations of the Committee have not been accepted.”**

**Recommendation No. 11.6.11:** All rule books, procedural literature etc. should be provided in Official Language of the State.

**“This recommendation of the Committee has been accepted. This may be referred to State Governments for further consideration and action.”**

**Recommendation No. 11.6.12:** The Central Government may prepare plans to provide assistance to State Governments to conduct Hindi Teaching Scheme and to propagate Hindi through financial aid and other sources.

**“As a result of efforts made earlier, no State came forward. Hence this recommendation of the Committee has not been accepted.”**

**Recommendation No. 11.6.13:** States located in region "C" should also correspond in Hindi with other States as is being done by Punjab, Gujarat and Maharashtra States.

**“The present policy of taking action as per Article 346 of the Constitution is quite sufficient as far as this recommendation of the Committee is concerned.”**

## **11.7 Recommendations regarding use of Hindi in correspondence among the Union and Union Territories**

Committee feels that Union Government should take initiative to promote use of Hindi in correspondence between Union and Union Territories so that prescribed targets could be achieved. Keeping in view the impact of Hindi in Andaman and Nicobar Islands, provisions should be made to promote the progressive use of Official Language Hindi. Similarly, Central Government should frame a specific policy in the context of Chandigarh so that Official Language Policy could be implemented there conveniently. In Dadra and Nagar Haveli, Hindi should be promoted by creating a post of Hindi typist, Hindi stenographer, Hindi Officer etc. Similar training should be provided to teachers of minority languages for implementation of Official Languages Hindi in Daman and Diu. It is necessary to provide such mechanical aids which can do the work in Hindi and to create Hindi posts to promote the progressive use of Official Language Hindi in Lakshdweep. In brief, Central Government should provide, manpower and other mechanical facilities to promote the progressive use of Official Language Hindi in Union Territories, so that correspondence could be made between Union and Union Territories in Hindi.

**"This recommendation of the Committee has been accepted. Appropriate action may be taken by the Department of Official Language, Ministry of Home Affairs."**

### **11.8 Use of Official Languages of Union and States in Correspondence between States and Union Territory**

**Recommendation No. 11.8.1:** The correspondence between States/Union Territories located in region 'A' and States/Union territories located in region 'A' and 'B' should be in Hindi.

**Recommendation No. 11.8.2:** The correspondence between States/Union territories located in region 'A' and States/Union territory located in region 'C' should be either in Hindi or in Indian Language of the concerned State/Union territory, as mutually agreed upon. Due to certain reason, if they do not agree mutually on this matter, then the present system should be continued for some period.

**Recommendation No. 11.8.3:** The correspondence should be in Hindi between States/Union territories located in 'B' region and States/Union territories located in 'A' and 'B' regions.

**Recommendation No. 11.8.4:** The correspondence between States/Union territories located in region 'B' and States/Union territories located in region 'C' should be in Hindi or Indian Language of the concerned State/Union territory region as they mutually agree. Due to certain reason, if they do not agree mutually on this matter, then present system should be continued for some period.

**Recommendation No. 11.8.5:** The Communications from the States/Union territories of region 'C' to the States/Union territories of regions 'A', 'B' and 'C' should be in Hindi or in Indian Language of the concerned State/Union territory as they have agree mutually. Due to any reason, if they could not agree the present provision may continue for some period.

**"The aforesaid recommendations of the Committee have been accepted in principle. Action may be taken in a phased manner in this regard. Department of Official Language may issue appropriate directions in this regard."**

### **11.9 Recommendations with regard to the progressive use of Hindi in the offices of the Government of India located abroad**

**Recommendation No. 11.9.1:** The compliance of all orders particularly, the targets fixed in the Annual Programme issued by Department of Official Language and the Presidential orders made on first Four parts of the Report of Committee may be ensured in the offices of Government of India located abroad. The Committee stresses particularly the strict compliance of Section 3(3) of the Official Languages Act, 1963. The compliance of Official Language Policy of the Central Govt. should also be kept in view like other policies of Govt. of India, while finalising/implementing the agreements of Govt. of India with private parties/agents located within the country or abroad.

**Recommendation No. 11.9.2:** The Indian Embassies/High Commissions etc. located abroad have special responsibility in connection with the compliance of policies of Government of India. As the National Flag and National Anthem are symbol of dignity and pride of India, similarly the Official Language is also India's identity. Therefore, our Embassies/High Commissions should take initiative for ensuring the implementation of orders mentioned above and a Committee may be constituted in each country on the pattern of Town Official Language Implementation Committee under the Chairmanship of Ambassador/High Commissioner and Heads of all the offices of Government of India located in that country should be the Members of the Committee. This Committee should hold its meetings regularly and its report should be sent to Ministry of External Affairs as well as Department of Official Language regularly.

**"The above recommendations of the Committee have been accepted. Appropriate action may be taken by the Ministry of External Affairs."**

**Recommendation No. 11.9.3:** Peculiar conditions relating to progressive use of Hindi are prevailing in every country and after identifying those conditions, it is necessary to take appropriate steps for progress in the use of Hindi. For example, the Committee observed that there was great affection towards Hindi in Mauritius, but there is a shortage of Hindi Books as well as Hindi teachers. Similarly, there is a demand of Hindi teachers to promote Hindi in South Africa. Hence, the Committee suggests that Indian Embassies/High Commissions etc. located abroad should study such specific conditions and thereafter take steps to promote Hindi. Indian Embassies/High Commissions etc. may do the work of coordination to make available resources, for the promotion of Hindi, which include man-power, equipments, books etc. and if possible, make available some token financial assistance.

**"This recommendation of the Committee has been accepted. Department of Official Language may prepare an Action Plan for its accelerated implementation and complete it during the period of the 10th Five Year Plan."**

**Recommendation No. 11.9.4:** Hindi Units should be set-up in all the Embassies/High Commissions of Government of India, which could monitor the compliance of orders relating to Hindi in the offices of Government of India in that country. Such Hindi Units should work under such officer who is proficient in Hindi and should have at least one Devanagari typewriter and one Hindi typist/stenographer. The Committee felt, on its discussions with Indians/people of Indian origin during its foreign tours, that if Indian Embassies/High Commissions etc. make arrangements for conversation and correspondence in Hindi with such people, they will feel affinity and such Indian who are not proficient in foreign language may also be able to apprise of their problems to our Embassies. A large number of Indian emigrants go abroad for different types of business and find it difficult to express their views in foreign languages easily as compared to Hindi. In such a condition, they feel isolated. When these Indian emigrants visit our Embassies, they find foreign environment there also which can be changed. Therefore, the Committee recommends that among those employees sitting in the Reception of the Indian Embassy/High Commission there should be at least one employee who could speak, write and read Hindi and as far as possible that employee should converse and correspond in Hindi with Indians. This information should also be displayed in bold letters in the reception-room so that any Indian who desires to converse and correspond in Hindi may do so without any hesitation.

**"The recommendation of the Committee has been accepted. Ministry of External Affairs may make arrangements to set up Hindi Units in some selected Embassies/High Commissions on priority basis. An Intensive Training Programme of one week's duration may be conducted in one of the Embassies by the Department of Official Language for the staff of Embassies/High Commissions. The staff of the other Embassies/High Commissions may also be nominated in the training programme. Besides, a Translation Training Programme of one week's duration may also be conducted for the staff."**

**Recommendation No. 11.9.5:** Practical knowledge of Hindi to the officers of Indian Foreign Service should be given during their probation period. As the officers of Indian Administrative Services are included in the cadre of various states only after having learnt the official language of that State during a certain period of time, on the same lines, the officers of Indian Foreign Service who represent the Government of India abroad should also be required to have knowledge of Official Language Hindi of Government of India. Similarly, special arrangements should be made for Hindi training to the officers/employees working in the offices of Government of India located abroad.

**"Appropriate action may be taken by the Ministry of External Affairs for imparting training in Hindi language to the probationers of Indian Foreign Service."**

**Recommendation No. 11.9.6:** The Committee observed during its foreign tour that the correspondence made by Ministry of External Affairs with Indian Embassies/High Commissions/Missions is too less. The Committee feels that Ministry of External Affairs should use Hindi in its original correspondence to the maximum extent possible so that it could create favourable effects on the offices of Government of India located abroad. Similarly, the Ministry of External Affairs should strengthen the monitoring system regarding the progressive use of Hindi in the Indian Embassies/High Commissions/Missions located abroad because the present monitoring system has so many drawbacks and in this way a strengthened monitoring system will not only work as a check point, but it will also guide the Embassies located abroad—appropriately in the use of Hindi for official work.

**"In order to ensure the implementation of Official Language Policy in Embassies/High Commissions/Missions etc. located abroad, the Ministry of External Affairs may further strengthen their inspection and monitoring system."**

**Recommendation No. 11.9.7:** Whenever any officer of Government of India visits such a country, where English is not its language, he should take the services of the Hindi interpreter and the interpreter of the language spoken in that country instead of the English interpreter.

**"This recommendation of the Committee has been accepted in principle. Appropriate action may be taken by the Ministry of External Affairs in this regard."**

**Recommendation No. 11.9.8:** Information in Hindi/Indian languages about different tourist spots of India should be made available in detail in the tourists offices located abroad. Similarly, provision may be made to increase the quantum of Hindi books/journals in the offices of Government of India.

**"With a view to create a favourable atmosphere for Hindi in the tourist offices located abroad, a detailed information regarding tourist spots should be available in Hindi too. Thus, the publications containing information about tourism in English only, should be made available in Hindi too in these offices. Effective measures may be taken by the Ministry of External Affairs and Ministry of Tourism & Culture in this regard."**

### 11.10 Other Recommendations

**Recommendation No. 11.10.1:** Two advance increments are provided to the non-Hindi speaking Officers/Employees who pass prescribed examination under Hindi Teaching Scheme which lapse after the stipulated period. Due to this reason the Officers/Employees are not interested to get training in Hindi. Therefore, it is suggested that these increments may be given permanently and this enhancement should continue for the Officers/Employees doing work in Hindi. If the concerned Officers/Employees do not work in Hindi after passing the prescribed examinations, these increments should be stopped.

**Recommendation No. 11.10.2:** This system may also be enforced for the employees qualifying the Hindi typing and Hindi stenography examinations.

**"The above recommendations of the Committee have been accepted. Appropriate action may be taken by the Department of Official Language."**

**Recommendation No. 11.10.3:** After imparting the training to work in Hindi through the workshops, the persons, who have attained proficiency and working knowledge of Hindi should do work in Hindi. If they start doing their work in Hindi, they should be given additional increment permanently.

**"It is not feasible. Therefore, this recommendation of the Committee has not been accepted."**

**Recommendation No. 11.10.4:** To promote the use of Official Language Hindi, the present scheme of prizes for doing maximum work in Hindi after passing the examination with good marks should be continued.

**"This recommendation of the Committee has been accepted. Appropriate directions may be issued by the Department of Official Language in this regard."**

**Recommendation No. 11.10.5:** Mental attitude for doing work in Hindi should be inculcated. The Committee agrees that persuasion, incentive etc. are required to promote Hindi. But inspite of these, if Govt. orders are not complied with, the persons violating should be made to realise the fact of not following the official orders so that they may improve themselves. Employees, who have attained working knowledge of Hindi and proficiency (even after getting the training in Hindi through workshops) do not work in Hindi. The increments of employees, who do not work in Hindi even after having the training and passing the examination and after passing the Hindi typing, Hindi Stenography examinations and the examination to work in Hindi on computers may be stopped and simultaneously, a written warning may also be given in connection with not doing the work in Hindi even after having the training that he must work in Hindi, otherwise an entry will be made in his service-book with regard to the violation of Official Languages Act. Even after this, if they do not start working in Hindi, the orders may be issued to stop their annual increments and these orders may be continued till they start doing work in Hindi.

**"It is a policy of the Government that the Official Language Policy should be implemented with persuasion, incentive and goodwill. At present, there is no provision for any punishment, however, according to Rule 12 of the Official Languages Rules, 1976 (As Amended in 1987), it shall be the responsibility of the Administrative Head of each office to ensure compliance of the provisions of the Official Languages Act and Official Language Rules and instructions issued thereunder from time to time and take suitable & effective steps for the purpose."**

**Recommendation No. 11.10.6:** The entry which has been made in their Service-books for not doing the work in Hindi may also be made in their Annual Confidential Report similarly by their officers and it may be mentioned that they have acquired the training and ability to work in Hindi, but they are deliberately not doing work in Hindi. It is a violation of Official Language Act. This matter should be taken into consideration specifically at the time of next promotion of the concerned employees.

**Recommendation No. 11.10.7:** The Officers/Employees, who are sent for training in Hindi, Hindi typing/Hindi stenography/Translation/Training/workshops training during the office hours by the Ministry/Subordinate office/attached office/Undertakings of the Govt. of India, should attend training regularly and it may be essential for them to work in Hindi after qualifying the examination. If they do not do so, whatever expenditure has been incurred during the period of their training, may be recovered by deducting from the salary of the Employees.

**"At present, there is no provision for any punishment. Hence, the above recommendations of the Committee have not been accepted."**

**Recommendation No. 11.10.8:** The person who does his all work in Hindi and takes part in any Departmental Examination of the Govt. of India, may be given extra special marks for his work in Hindi during his interview and for this special consideration may be given to him by the Departmental Promotional Committee.

**"India is a multilingual country. The employees of the Central Government come from all linguistic communities. Hence such a discrimination is not possible. This recommendation of the Committee has not been accepted."**

**Recommendation No. 11.10.9:** A separate column should be provided in the confidential report of the officers/employees of all levels for giving details regarding the work done in the Official Language Hindi and relevant details must be given in them.

**"This recommendation of the Committee has been accepted in principle. The Department of Official Language should take appropriate action in this regard."**

**Recommendation No. 11.10.10:** Essential requirement for acquiring proficiency in Hindi prior to the confirmation of the employees by amending the recruitment rules for Central Govt. Services:

The Committee had recommended in Third part of its report that the employees of regions "A" and "B" who are yet to be trained in Hindi, may be imparted this training by the end of the year 1990 and to those belonging to Region "C" by the end of the year 1993. The Committee has also recommended that newly recruited employees be imparted training in Hindi prior to professional training.

Keeping in view the present number of such employees and the difficulties faced in availability of financial resources the above recommendation of the Committee had been accepted by the Govt. with the modification that the existing employees of the offices located in regions "A" and "B" and those belonging to Region "C" would be imparted training in Hindi by the end of year 1997 and 2000 respectively. The recommendation of the Committee regarding Hindi training to the newly recruited employees has been accepted in principle and action is being taken to implement it. The Committee observed during the inspection of various Ministries/Central Govt. offices that there has been progress regarding the Hindi training to the employees, but it is slow due to inadequate number of teaching centres and shortage of other resources. The Committee feels that there may be difficulty in achieving the fixed target in time with this slow progress. The Committee therefore recommends that the arrangements made for Hindi training should be strengthened.

The Committee has observed that according to the orders issued by the various State Govts. and as per the Service Rules, persons proficient in the Official Language of the state are only taken in the service of state. As far as the officers of Indian Administrative Service are concerned, they are included in the cadre of various states only when they learn the language of that state in a stipulated period. It is a highly appreciable step and the Committee recommends that since Hindi is the Official Language of the Union Govt., amendment in Service-rules may be made in such a manner so that it may be necessary for all the employees recruited in future to attain proficiency in Hindi during their probation period. While confirming them, it may be taken into consideration whether employee has attained the proficiency in Hindi or not. Full arrangement should be made for Hindi training during the probation period for attaining the proficiency so that there could be no difficulty for such employees, who are willing to attain proficiency. The Committee accepts that according to the order of the President issued on Part-3 of the Report, all the present Central Govt. employees will be able to get Hindi training by the end of the year 2000. As per the above recommendation, all the employees to be recruited will become proficient during their probation period so that the dream to do the entire work in Hindi in all the Central Govt. offices could be fulfilled after the year 2000.

**"Orders regarding strengthening of arrangements for Hindi-Training already exist. Official Language Policy of the Union of India is based on persuasion, incentive and goodwill. There is no provision for any punishment."**

**Recommendation No. 11.10.11:** While recruiting the typists/stenographers/clerks priority should be given to those who have attained the knowledge of Hindi typing and Hindi stenography.

**"This recommendation of the Committee has been accepted. The targets for the purpose are fixed in the Annual Programme. The Department of Official Language may issue necessary directions in this regard."**

**Recommendation No. 11.10.12:** The above procedure should also be followed for the recruitment of the officers senior to the categories of employees mentioned in above para No. 11.10.11. The accountability of the officers may be fixed with regard to according due place to the Official Language. The concerned officers of the Departments who start doing their entire work in Hindi, should be awarded with a prize.

**"India is a multilingual country. The employees of the Central Government come from all linguistic communities. Hence such a discrimination is not possible. Various incentive schemes are being implemented for the officers/employees working in the ministries/departments, offices etc."**

**Recommendation No.11.10.13 :** The Department of Official Language should prescribe the norms separately regarding Hindi posts for the implementation of Official Language. Official Language Directorates may be set up in all the large Ministries like the Railway Ministry, so that the implementation work of the Official Language policy could be done effectively. Similarly, there may be a Director of Official Language/Senior Officer of management level for conducting the

work related to the use of Official language and its propagation in the large subordinate/attached offices and undertakings of the Govt. of India and he should do the work related with the use and propagation of Official Language only. It has been observed that in most of the above level offices, the work relating to propagation and use of Official language is handed over to an officer as an additional charge, whereas he does not have the knowledge of Official Language nor does he take interest in the work relating to promotion of Official Language. Due to this reason, the staff working in official language section also does not take interest regarding the use and propagation of Official Language as is expected from them.

**"This recommendation of the Committee has been accepted. In order to ensure implementation of Official Language Policy and compliance of the provisions of the Official Languages Act and the Rules made thereunder, the norms for the creation of minimum number of Hindi posts already exist."**

**Recommendation No. 11.10.14:** Official Language cadre has been formed at the level of Ministries of the Central Govt. as a result of which a Junior Hindi Translator may reach upto the post of Director (O.L), but there is no provision of Official Language cadre in the Subordinate/Attached/Undertakings/institutes/offices of the Govt. of India. As a result, the officers/employees working in the Official Language Section are deprived of the Departmental promotion because they are doing the work of Official Language Hindi. Therefore, in the above offices, the promotion should be made on the basis of Official Language Cadre or they may be promoted on the basis of seniority in their Department. Formation of a separate cadre of Official Language service in the Undertaking/Institutes/Subordinate/Attached offices falling under one Ministry should be considered.

**"This recommendation of the Committee has been accepted. Directions in this regard have already been issued. Directions to this effect may be recirculated by the Department of Official Language."**

**Recommendation No.11.10.15:** The supervision of work regarding the use and propagation of the Official Language in official business may be done atleast under an officer of Joint Secretary level.

**"This recommendation of the Committee could not be accepted, as there are no Joint Secretary level officers in all the offices. Therefore, the present arrangement is sufficient."**

**Recommendation No.11.10.16 :** The Department of Official Language should be strengthened further for the implementation of the Official Language Policy and related orders/directions.

**"The recommendation of the Committee has been accepted in principle. Appropriate action may be taken by the Department of Official Language in this regard."**

**Recommendation No. 11.10.17:** The work of Hindi is lagging behind due to automation. As such, it may be kept in mind from the beginning that there should be adequate provision for promoting the use of Hindi by automation.

**"Orders regarding purchase of all types of mechanical & electronic equipment in Hindi-English bilingual form already exist. Therefore, this recommendation of the Committee has been accepted."**

**Recommendation No. 11.10.18:** There should be Indian names of all the companies/bodies, undertakings/authorities and they may be registered.

**"Directions already exist that the names of the offices/institutes of Central Government should be written in Hindi or in Indian languages. These instructions may be reiterated by the Department of Official Language to ensure their strict compliance."**

**Recommendation No. 11.10.19:** Rule 8(4) of Official Language Rules, 1976 should be amended in such a manner that orders could be given to the Officers/Employees who have attained proficiency in Hindi to do their entire work in Hindi and the Officers/Employees having working knowledge of Hindi should do some items of work in Hindi as may be laid down.

**"The present arrangements under rule 8(4) of the Official Language Rules, 1976 are sufficient. Therefore, this recommendation of the Committee has not been accepted."**

**Recommendation No. 11.10.20:** The target of Hindi typist/Hindi stenographer and Devanagari typewriters in the Central Govt. Offices located at Region "C" may be increased from 25% to 50% .

**" In the Annual Programme 2003-04, the target for region "C" has already been fixed as 50%. This recommendation of the Committee has been accepted."**

**Recommendation No.11.10.21:** A fixed percentage of work may be laid down for doing work in Hindi on the bilingual electronic equipments.

**"Targets for various items relating to the official work to be transacted in Official Language Hindi are fixed in the Annual Programme. Accordingly, the work is to be done in Hindi on bilingual electronic equipment. There is no need to fix the percentage separately."**

**Recommendation No. 11.10.22:** For the Govt. of India's offices located in Region "A" & "B", forms & standard drafts printed or prepared in Hindi only should be used.

**Recommendation No.11.10.23:** In the offices of Govt. of India located in Region "A" and "B" stamps, name plates, sign boards, seals, letter heads, details of office to be written on the staff car and the visiting cards should be got prepared in Hindi only.

**"The present arrangement under Rule 11 of Official Languages Rules, 1976 is sufficient. Therefore, the above recommendations of the Committee have not been accepted."**

**Recommendation No. 11.10.24:** Ministries/Departments/Offices etc. located in Region "A" may send replies in Hindi to the letters received in English from the offices situated in Regions "A" and "B".

**"Communications from the ministries/departments/offices etc. situated in region "A" to the ministries/departments/offices etc. and the States/Union Territories in regions "A" & "B" shall be 100% in Hindi as per the target fixed in the Annual Programme 2003-04. Similarly 90% communications from region "B" to the offices etc. situated in regions "A" & "B" shall be in Hindi. Accordingly, letters received in English may be replied to in Hindi by the ministries/departments/offices situated in region "A". Department of Official Language may issue directions with regard to its implementation."**

**Recommendation No. 11.10.25:** Section 3(3) of the Official Languages Act, 1963 may be amended in such a manner that the documents as mentioned under the above section to be issued to offices located in Region "A" & "B" may be issued in Hindi only.

**"In the context of the provisions contained in Section 3(5) of the Official Languages Act, such an action is not possible. Hence this recommendation has not been accepted."**

**Recommendation No. 11.10.26:** Incentive schemes, already being implemented may be made more attractive for accelerating the progressive use of Official Language Hindi in the Central Govt. offices i.e. the amount of cash-prize under the incentive scheme may be doubled and the increment given for 12 months may be given permanently so that the employees could get its benefit during his entire service.

**"The amount of the incentive money to be given for working in Hindi under various incentive schemes has already been doubled. Instructions in this regard have also been issued. Department of Official Language may consult the Department of Expenditure, Ministry of Finance regarding giving the increment on permanent basis."**

**Recommendation No. 11.10.27:** To ensure the compliance of Official Languages Act 1963, Official Language Rule, 1976, target fixed in the Annual Programme issued by the Department of Official Language, Ministry of Home Affairs and the orders of the President on the recommendations made in four parts of the Report of the Committee, the monitoring system of the Department of Official Language should be strengthened.

**"Instructions in this regard have already been issued. Therefore, this recommendation of the Committee has been accepted. However, the instructions already issued in this regard may be recirculated."**

**Recommendation No. 11.10.28:** There is a need to increase Hindi training facilities for Govt. officers/employees. Special video/audio cassettes may also be developed for training.

**"This recommendation of the Committee has been accepted. Free of cost training through Internet may be arranged. Department of Official Language may take an appropriate action in this regard."**

**Recommendation No. 11.10.29:** Hindi workshops should be conducted regularly in each Ministry/office/undertaking etc. for promoting the use of Hindi by the officers/employees in the official work.

**"This recommendation of the Committee has been accepted. Instructions issued in this regard may be recirculated by the Department of Official Language."**

**Recommendation No. 11.10.30:** It may be recommended that for promoting the use of Hindi in correspondence, all the letters received in Hindi may be answered in Hindi only (except the letters for information only and in the cases where no action is required to be taken). Their receipt may be acknowledged in Hindi so that the sender of Hindi letter should not feel that he has not received any reply due to the reason that he has sent his letter in Hindi.

**"The present arrangement under Rule 5 of the Official Languages Rules 1976 is sufficient in this regard. However, the instructions already issued to this effect may be recirculated by the Department of Official Language."**

**Recommendation No. 11.10.31:** The Annual Programme which is issued each year by the Department of Official Language for the implementation of the Official Language Policy, should be issued about three months before the beginning of the financial year so that it could reach all the offices about one month before the beginning of the year and they could get adequate time for the preparation of a time bound programme for achieving various targets and its implementation could start at the beginning of the year. Refixation of the realistic targets of this Annual Programme should be considered.

**"Orders regarding timely issuing of the Annual Programme already exist. Targets are also changed as per requirement."**

**Recommendation No. 11.10.32:** Each office should celebrate Hindi Day at least once in a week in addition to celebration of Hindi Day once in a year. On that day, all work in the office should be done in Hindi only. If in any special case, it becomes imperative to do work in English on that day, the concerned officer should sign on that letter/order in Hindi only.

**"It is not feasible. Targets are fixed in the Annual Programme issued by the Department of Official Language for transacting the official work of the Union in Hindi. Therefore, this recommendation has not been accepted."**

**Recommendation No. 11.10.33:** For promoting the use of Official Language Hindi, writing of slogans such as "Increase the dignity of the country by corresponding in Hindi", "We welcome correspondence in Hindi in this office/undertaking" etc. on the letterheads of various offices/undertakings/banks etc. should be encouraged.

**"This recommendation of the Committee has been accepted. Department of Official Language may issue directions regarding printing of slogans on the letter-heads motivating for working in Official Language Hindi."**

**Recommendation No. 11.10.34:** Arrangements should be made for writing slogans on the Post and Telegraph Stationery, Envelopes, Inland-letters, post cards etc. for promoting the use of Official Language Hindi.

**"For the promotion, development and propagation of the Official Language Hindi, this recommendation of the Committee has been accepted. Department of Post, Ministry of Communication and Information Technology may take appropriate action in this regard."**

**Recommendation No. 11.10.35:** Slogans/small documentaries relating to the promotion of the use of Official Language may be shown/broadcast in between the various programmes on Doordarshan/Akashwani. This may also include the views expressed by the various national leaders about the promotion of use of Hindi.

**"This recommendation of the Committee has been accepted. Ministry of Information and Broadcasting may take an appropriate action according to the recommendation."**

(M.L. GUPTA)

*Joint Secretary to the Government of India*

### ORDER

A copy of this Resolution be sent to all the Ministries and Departments of the Government of India, All State Governments and Union Territories, the President's Secretariat, the Vice President's Secretariat, the Cabinet Secretariat, the Prime Minister's Office, the Planning Commission, the Comptroller and Auditor General of India, the Lok Sabha Secretariat and the Rajya Sabha Secretariat, the Registrar General of Supreme Court, the University Grants Commission, the Law Commission, the Bar Council of India etc.

This Resolution be published in the Gazette of India for general information.

(M.L. GUPTA)

*Joint Secretary to the Government of India*

CHAPTER-7  
**INCENTIVES SCHEMES**

**O.M. No. 13034/49/90 OL(C), dated 25.7.1994**

**Subject:**— Grant of Hindi Incentive Allowance to stenographers and typists for doing official work in Hindi in addition to English.

A scheme of granting Hindi Incentive Allowance to stenographers/typists for doing official work in Hindi in addition to English was implemented from 15 August, 1983 by the Department of Official Language vide this Department's O.M. No. 14012/55/76-OL(C) dated the 12th August, 1983. Under this scheme, a special incentive allowance of Rs. 30/- and Rs. 20/- respectively had been allowed to English stenographers and typists for doing prescribed quantum (typing on an average of 5 notes/drafts/letters in a day or about 300 notes/drafts/letters in a quarter) of Official work in Hindi also. After reconsidering this scheme, according to this Department's O.M. No. 13034/31/85-OL(C) dated the 16th August, 1987, the amount of the said incentive allowance to stenographers/typists has been increased to Rs. 60/- to stenographers and Rs. 40/- to typists respectively.

2. The recommendations made in the report (Vol. 2) of Committee of Parliament on Official Language and the suggestions received from Ministries/Departments of Central Government to grant the said incentive allowance to the employees working in Hindi in addition to English on Computers and Teleprinters has been examined in the Department of Official Language. In this connection, it has been decided in consultation with Department of Expenditure that the Typists/Stenographers would also be entitled to the allowance for doing prescribed quantum of official work on typewriters/computers in Hindi in addition to English.

3. This issues with the concurrence of the Department of Expenditure vide their U.O. No. 7(33)-E.II/94 dated the 31st May, 1994.

**O.M. No. 13017/4/90-OL(C) (Part), dated 28.7.1998**

**Subject:**— Grant of Hindi Incentive Allowance to stenographers and typists for doing official work in Hindi in addition to English.

A scheme of granting Hindi Incentive Allowance to stenographers/typists for doing official work in Hindi in addition to English was implemented from 15th August, 1983 by the Department of Official Language vide this Department's O.M. No. 14012/55/76-OL(C) dated the 12th August, 1983. Under this scheme, a special incentive allowance of Rs. 30/- and Rs. 20/- respectively had been allowed to English stenographers and typists for doing prescribed quantum of official work (typing on an average of 5 notes/drafts/letters in a day or about 300 notes/drafts/letters in a quarter) in Hindi also. After reconsidering this scheme, according to this Department's O.M. No. 13034/31/85-OL(C), dated 16th Aug., 1987, the amount of the said incentive allowance to stenographers/typists had been increased to Rs. 60/- to stenographers and Rs. 40/- to typists.

2. The amount of the incentive allowance has been increased to Rs. 120/- and Rs. 80/- p.m. for stenographers and typists respectively since 1st August, 1997. The condition for grant of the incentive allowance laid down in O.M. No. 14012/55/76-OL(C), dt. 12.8.1983 will remain the same.

3. This issues with the concurrence of the Deptt. of Expenditure vide their U.O. No. Hindi-18/Estt. III(A)/98, dt. 16.7.98.

**O.M. No. II/12013/1/89-O.L. (A-2), dated 6.3.1989**

**Subject:**— Incentive to officers for giving dictation in Hindi—guidelines regarding

With a view to encouraging officers to give more and more dictation in Hindi Ministries/Departments were advised *vide* this Department O.M. No. II/20015/62/88- O.L. (A-2) dated the 27th Sept., 1988 to choose one of their officers every year for grant of an award who may have given maximum dictation in Hindi during the year. It was also suggested that, if possible, there should be separate awards for Hindi-speaking and non-Hindi speaking officers. Some Ministries/Departments have requested that they be further guided for actually introducing such a scheme. Some guidelines are, therefore, being given below on the basis of which Ministries/Departments may introduce such a scheme:—

- (1) All officers who have been provided stenographic assistance or who generally give dictation may participate in the scheme.

- (2) The scheme may be operated on financial year basis. It may be circulated to all officers before commencement of the financial year 1989-90.
- (3) The officers who participate in the scheme will maintain a record of dictation given by them in Hindi. This could be maintained by their stenographers/P.As. but the responsibility for their verification would be that of the officer concerned. The record may be maintained in a proforma prescribed by the Ministry/Department (specimen attached) or the officer himself may maintain a folder in which name of the officer giving dictation, date of dictation and name of the stenographer who has taken dictation may be indicated and copies of the dictated material kept with relevant file number(s).
- (4) An award of, say Rs. 500/- may be prescribed under the scheme. The number of awards may be two as well— one for officers having their declared home town in regions 'A' and 'B' and the other for those who have their declared home town in region 'C'.
- (5) Ministries/Departments/Offices may operate this scheme independently and prescribe the minimum limits of dictation in Hindi for grant of an award. "Office" for this purpose will mean an office whose seniormost local officer has been declared as Head of the Department or Head of the Office.
- (6) Awards may be given on the recommendations of a senior officer nominated as assessment officer for this purpose or a Committee may be constituted for this purpose.

2. Since the actual scheme is to be prepared by the Ministries/Departments on the above lines, they should themselves decide about details of the operational aspects e.g. account head to which expenditure under the scheme would be debited etc. Ministries/Departments are, therefore, requested to take further action expeditiously in pursuance of the Department of Official Language O.M. of 27th Sept., 1988. The scheme may also kindly be brought to the notice of the public sector undertakings/nationalised banks etc. so that they may also consider introducing similar schemes on the above lines.

PROFORMA (SPECIMEN)

**Specimen proforma for maintaining record under the incentive scheme for awards to officers for giving maximum dictation in Hindi.**

S.No./Date	No. of words dictated	File No.	Remarks.
------------	--------------------------	----------	----------

**O.M. No. II/12013/18/93-O.L. (Policy-2), dated 16.9.1998**

Subject:— Enhancement in the incentive amount for noting/drafting done originally in Hindi and for giving dictation in Hindi by the officers in official work.

A proposal of increasing the amount to be given under the existing incentive scheme for noting/drafting done originally in Hindi in official work vide Department of Official Language's O.M. No. II/12013/3/87-O.L. (A-2), dated 16th Feb. 1988, was under consideration of the Govt. for some time. After obtaining concurrence of the Ministry of Finance, Deptt. of Expenditure it has been decided to double the amount of cash awards given under para-3 of the said O.M., viz—

(A) For each Ministry/Department/attached office of the Central Govt. independently:

First prize (2 prizes)	Rs. 1000/- each
Second prize (3 prizes)	Rs. 600/- each
Third prize (5 prizes)	Rs. 300/- each

(B) For each subordinate office of any Deptt. of Central Govt. independently:

First prize (2 prizes)	Rs. 800/- each
Second prize (3 prizes)	Rs. 400/- each
Third prize (5 prizes)	Rs. 300/- each

All the rules & conditions enumerated in O.M. dated 16th February, 1988 will remain unchanged. The increased amount of the awards will come into force w.e.f. 1st April, 1998.

2. Similarly, the guidelines under the Incentive Scheme for officers for giving dictation in Hindi were also issued vide this Deptt's O.M. No. II/12013/1/89-O.L. (A-2) dated 6th March, 1989. In the said guidelines, the amount of the award was fixed at around Rs. 500/- with the concurrence of the Ministry of Finance, Deptt. of Expenditure, this amount has also been doubled i.e. Rs. 1000/-. All the terms & conditions described in the said guidelines will remain unchanged. The increased amount to be given under this scheme will come into force w.e.f. 1st April, 1998.

3. This O.M. issues with the concurrence of Ministry of Finance, Deptt. of Expenditure vide their U.O. No. 1(51)/E. Cord./98 dated 3.8.98.

**O.M. No. II/12013/6/92-OL (A-2), dated 15.7.1992**

**Subject:**— Follow-up action on the third part of the Report of the Committee of Parliament on Official Language :—

- (i) Incentive schemes available in various Ministries/Departments for writing original books on technical subjects concerning their field of work;
- (ii) Special incentive to the teachers of the training institutes for writing books on their subject in Hindi;
- (iii) Special incentives to encourage retired and capable officers and lecturers of the Central Government and Universities for writing original books on selected subjects in Hindi.

The undersigned is directed to state that in the Committee of Parliament on Official Language, has in Part 3 of its Report, made the following recommendations:—

1. Recommendation No. H(6)—Incentive Scheme available in various Ministries/Departments for writing original books on technical subjects concerning their field of work should be made more liberal and attractive.

The Committee has recommended that the incentive schemes being run by various Ministries/Departments for writing original books on technical subjects concerning their field of work for translating into Hindi the books written in English should be made more liberal and attractive and those Ministries/Departments, as have not yet introduced such schemes should also introduce similar schemes.

2. Recommendation No. H(7)—Special incentive to the teachers of training institutes for writing books on the subjects in Hindi.

The Committee has recommended that the teachers employed in the training institutes should be given special incentives for writing or translating the books relating to their subjects, so that they could endeavour to produce necessary course material and reference literature in Hindi.

3. Recommendation No. H(8)—Special incentive to encourage the retired and capable officers and lecturers of the Central Government and Universities for writing original books on selected subjects in Hindi.

The Committee has recommended that in order to derive advantage of long experience and expertise of retired and capable officers and lecturers of Central Government and Universities, they should be encouraged with special incentives to write original books in Hindi on selected subjects.

2. These recommendations of the Committee of Parliament on Official Language have been accepted. In this connection, the directions of the President were conveyed vide this Department's Resolution No. 13015/1/91-OL(D) dated 4.11.1991. Ministries/Departments are requested to take necessary action on these recommendations and ensure their implementation.

3. The Department of Official Language may be informed of the action taken in this regard.

**O.M. No. 12011/18/95-OL (Impl.-II), dated 15.2.1996**

**Subject:**— Indira Gandhi Rajbhasha Awards Scheme—Refixation of norms for the awards to be given to the Ministries/Departments/Undertakings/Bank etc.

Under the Indira Gandhi Rajbhasha Awards Scheme the Ministries/Departments/Undertakings/Banks are awarded every year by the Department of Official Language for their outstanding performance in the use of Hindi in their official work. These Awards are given on the basis of data given in the four Quarterly Progress Reports regarding progressive use

of Hindi during the year received from the Ministries/Departments etc. The work done in Hindi by the Ministries/Deptts. is evaluated according to the norms fixed by the Department of Official Language. The norms fixed previously have since been amended as mentioned below:—

Sl. No.	Item of work	Marks
1.	(i) Position of officers/employees having knowledge of Hindi.	20
	(ii) Training in Typewriting/Stenography.	20
2.	Section 3(3) of the Official Languages Act, 1963 (In case of any non-compliance of this item, 10 marks shall be deducted from aggregate marks obtained).	10
3.	Position of the letters received in Hindi. (In case the item is not complied with fully, 5 marks shall be deducted from the aggregate marks obtained).	10
4.	Position of original letters issued.	50
5.	Rule 8(4) of the OL Rules, 1976 (Sections specified for doing work in Hindi).	05
6.	Work done in Hindi by the Higher officers.	30
7.	Incentive scheme for original work in Hindi.	05
8.	Option for Hindi medium in the Departmental promotional examinations.	05
9.	Inspections regarding Progressive use of Hindi.	10
10.	Hindi workshops	05
11.	Typewriters (Mechanical/Electronic), equipments, availability/percentage of their use for work in Hindi.	20
12.	Computers-availability/percentage of their use for work in Hindi.	10
13.	(a) Codes/Manuals etc. (O.L. Rule-11)	05
	(b) Bilingual Publications	10
14.	Position of Hindi Posts in Attached/Subordinate offices.	10
15.	(a) Meetings of Hindi Salahkar Samiti etc.	10
	(b) Meetings of Departmental Official Language Implementation Committee.	05
16.	Committee of Parliament on Official Language—Position of assurances fulfilled.	10
Total Marks		250

2. In future, assessment for the awards will be made in view of the above norms on the basis of the data given in the four Quarterly Progress Reports by the Ministries/Departments etc. during the year. All the Ministries/Departments are, therefore, requested to send their all the four quarterly progress reports for the year 1995-96 positively by April 30, 1996, to the Department of Official Language. As no such information as mentioned below has been called for in item No. 8 of the new proforma the following information for this purpose may be furnished in the last quarterly report (Report for the quarter ending 31st March):—

- (i) How many examinations have been conducted during the financial year?
- (ii) Out of these, in how many examinations the option of Hindi medium has been given?

3. It is also made clear that this Scheme is applicable to the Ministries/Departments only. Attached/Subordinate offices need not send their information to the Department of Official Language.

**O.M. No. 12013/2/94-OL (P-II), dated 6.9.1996**

**Subject:**— Amendment to Indira Gandhi Official Language Award Scheme.

The amount of prizes for writing original books in Hindi under Indira Gandhi Official Language Award Scheme has now been doubled viz.:

Ist Prize	Rs. 20,000/-
IInd Prize	Rs. 16,000/-
IIIrd Prize	Rs. 10,000/-

This Award Scheme is not restricted to the officers/employees of Central Government only, but will also apply to the persons working in Banks, Public Sector Undertakings, Financial Institutions, Universities and Educational and Training Institutes. This increased prize-amount will be deemed to be effective from the year 1996-97. Except for the above said amendments, all other conditions contained in the Office Memorandum No. II/12013/2/85-OL(A-2) dated 30.7.1986 will remain unchanged.

All the Ministries/Departments of Government of India are requested to give wide publicity to this revised scheme to ensure maximum participation in the scheme. This Department may be apprised of the action taken in this regard.

Please acknowledge receipt of this Office Memorandum.

**O.M. No. 12011/1/2000-OL (Impl.-II), dated 14.2.2000**

**Subject:**— Indira Gandhi Official Language Award Scheme for the year 1999-2000 for writing original books in Hindi.

The Indira Gandhi Official Language Award Scheme for writing original books in Hindi was circulated vide O.M. No. II/12013/2/85-OL(A-2), dated the 30th July, 1986 of the Ministry of Home Affairs, Department of Official Language.

2. Under the award scheme, entries are invited for the year 1999-2000.

3. Eligibility:

1. Only those books in Hindi which are original work of the authors are accepted.
2. Translated books are not accepted.
3. The book should be written or published during 01 April, 1999 to 31 March, 2000.
4. For this scheme, the writer of the book should be a working/retired officer/employee of the Central Government in their Ministries/Departments/their attached/subordinate offices, Public Sector Undertakings including Banks, Financial Institutions, Autonomous Bodies, Universities, Educational and Training Institutes under the Central Government. In this connection a certificate in the proforma at Annexure 'B' is required from the author of the book. The authors are advised to ascertain themselves that they are eligible to participate in this scheme.
5. The subject matter of the book should be connected with the official work done/being done by the employee of the said office/organisation.
6. The book has not been adopted as a textbook by any educational or training institute.
7. Authors will furnish a certificate to the effect that the book is their original work and does not violate the copyrights of any other author under the Copyright Act, 1957.

4. Only four entries from each Ministry/Department/Office/Institution, duly recommended in the prescribed Proforma as at Annexure 'C' by the Head of Department/Office should be forwarded to this Department. Four copies of the book invariably be sent with each entry. Retired officers/employees can send their books directly to the Department of Official Language or through the heads of their Department/Office/Organisation in which they worked prior to their retirement.

5. Expert's opinion on each original book, in the prescribed Proforma as at Annexure 'A' should be forwarded to the Department of Official Language. It is imperative that the experts are well versed in Hindi Terminology of the subject concerned as well as they possess sound knowledge of Hindi Language. An expert can be a non-official person such as a retired officer or a working professor etc. of a University/Engineering Institution. Claims regarding honorarium for the evaluation of books, if any, should be submitted to the Administrative Head of the concerned Ministry/Department/Organisation and not to the Department of Official Language.

6. The following prizes will be awarded under this scheme:—

First Prize	Rs. 20,000/-
Second Prize	Rs. 16,000/-
Third Prize	Rs. 10,000/-

The decision regarding prizes is taken by a Committee, which comprises of two non-official members besides the representatives of the Department of Official Language.

7. The Ministries/Departments are requested to circulate this scheme of writing original books in Hindi to all their Attached/Subordinate offices, Undertakings, Nationalised Banks and Financial Institutions, Universities and Educational/ Training Institution under the control of Central Government. Books received under this scheme will neither be returned nor will any interim inquiry be entertained.

8. All entries must reach this Department latest by **30th June, 2000**. Entries received after the prescribed date shall not be entertained.

**Directions for the Experts:—**

1. The report regarding the book must be fully confidential. The experts are requested to send their recommendations in SEALED COVER ONLY.
2. Please mark the following information on the left side of the envelope:
  - (I) 'RECOMMENDATIONS: INDIRA GANDHI OFFICIAL LANGUAGE AWARD':
  - (II) 'TO BE OPENED IN THE MEETING OF EVALUATION COMMITTEE OF THE DEPTT. OF O.L. ONLY':
  - (III) NAME OF THE BOOK:
  - (IV) NAME OF THE EXPERTS:
3. Experts must give their opinion on the points mentioned in the Proforma given below. Though they are free to add other points if they so desire, yet it is imperative that the opinion is given on the points prescribed in the Proforma; otherwise, it will create difficulties in evaluation of the books for the Award.
4. In case of serving officers/employees, the recommendation letter has to be forwarded through the Administrative Head of the concerned Ministry/Department/Organisation to the Department of Official Language.

**PROFORMA REGARDING RECOMMENDATION OF BOOKS**

1. Name of the Book:
2. Name of the Author:
3. Whether it is the first book in Hindi on the subject matter:
4. Whether the facts expressed in the book are accurate and up-to-date:
5. Whether originality has been maintained on the subject matter:
6. Whether the author's work is endowed with up-to-date conscience and futuristic imagination:
7. Whether the book is useful and interesting for a common reader:
8. Any other relevant opinion:
9. Overall category of the said book:—
  - 'A' 85% above.
  - 'B' 60% to 85%
  - 'C' Below 60%.

Signature of the Expert:

Name:

Full Postal Address with  
Telephone Number:

**INDIRA GANDHI OFFICIAL LANGUAGE AWARD SCHEME FOR THE YEAR 1999-2000  
FOR WRITING ORIGINAL BOOKS IN HINDI**

1. (a) NAME OF THE AUTHOR:  
 (b) DESIGNATION/FORMER DESIGNATION:  
 (c) NAME OF OFFICE/FORMER OFFICE & ADDRESS:  
 (d) NAME OF CONCERNED MINISTRY/DEPARTMENT:  
 (e) FULL MAILING ADDRESS OF THE AUTHOR (Including Pin Code):  
 Phone No. with STD Code/Fax:
2. TITLE OF THE BOOK:
3. SUBJECT MATTER OF THE BOOK:
4. NAME & ADDRESS OF THE PUBLISHER:
5. YEAR OF PUBLICATION:
6. DATE ON WHICH THE WRITING WORK WAS CONCLUDED (MONTH-YEAR):
7. I \_\_\_\_\_ Son/Daughter of Sh. \_\_\_\_\_ have been working as \_\_\_\_\_ (designation) in the Office of \_\_\_\_\_ during 01 April, 1999 to 31 March, 2000 \*OR have retired as \_\_\_\_\_ (designation) on \_\_\_\_\_ (date of retirement) from the Office of \_\_\_\_\_ hereby certify that:—
- (1) The book is my original work and does not violate the copyrights of any other author under the Copywrite Act, 1957.
- (2) The said book has been written or published during April, 1999 to March, 2000.
- (3) The subject of my said book is connected with my official work.

Dated:

Signature of the Writer

(\*Strike out, which is not applicable)

**ATTESTATION & RECOMMENDATION MADE BY THE MINISTRY/DEPARTMENT/  
ATTACHED/SUBORDINATE OFFICES ETC.**

The above mentioned work has been found suitable and is hereby recommended on the basis of the facts and relevant records submitted by the writer for considering it for Indira Gandhi Official Language Award for the year 1999-2000 for writing original books in Hindi.

2. This is the first/second/third/fourth book recommended by this Ministry/Department/Office for the year 1999-2000 so far.

3. The above mentioned book has not been recommended earlier under Indira Gandhi Award Scheme for writing original books in Hindi.

Date:

Sign. of Chairman, Official Language  
Implementation Committee:  
Name:  
Designation:  
Ministry/Deptt./Office/Instt.:  
Phone No.:

**O.M. No. 12011/1/2005-OL (Impl.-II), dated 13.5.2005**

**Subject:**— Indira Gandhi OFFICIAL Language Award Scheme For The Year 2004-05 for writing original books in Hindi.

The Indira Gandhi Official Language Award Scheme for working/retired employees of the Central Government for writing original books in Hindi was circulated vide O.M. No. II/12013/2/85-OL(A-2), dated the 30th July, 1986 of the Department of Official Language, Ministry of Home Affairs.

2. Under the award scheme, entries are invited for the year 2004-05.

3. Eligibility and Conditions:

- (i) Under the scheme only those books in Hindi which are original work of the authors are accepted for award.
- (ii) Translated books are not accepted.
- (iii) Books must be written or published during 01 April, 2004 to 31 March, 2005.
- (iv) The writer of the book must be a working/retired officer/employee of the Ministries/Departments/their attached/subordinate offices, Public Sector Undertakings including Banks, Financial Institutions of the Central Government and Autonomous Bodies, Universities, Educational and Training Institutes owned or controlled by the Central Government. In this regard a certificate in the proforma at Annexure 'B' is required from the author of the book. Attestation and recommendations in the prescribed Proforma as at Annexure 'C' be forwarded to this Department by the Head of Department/Office of the in-service officer/employee. Retired Officers/Employees can send their books directly to the Department of Official Language or through the Heads of their Department/Office/Organisation in which they worked prior to their retirement.
- (v) The subject matter of the book must be related to the official work done/being done by the employee in the said offices/organisations/institutes of the Central Government. Manuals, glossaries, memoirs, poems, stories, dramas, novels etc. are not considered under this scheme.
- (vi) The book should not be a textbook of curriculum of any educational or training institute.
- (vii) Author must furnish a certificate to the effect that the book is his/her original work and does not violate the copyright of any other author under the Copyright Act (As amended), 1997.
- (viii) Four copies of the book invariably be sent with each entry.
- (ix) Books received under this scheme can not be returned and no interim inquiry will be entertained.

- (x) Expert's opinion on each original book, in the prescribed Proforma as at Annexure 'A' should be forwarded to the Department of Official Language. It is imperative that the experts are well versed in Hindi Terminology of the subject concerned and possess sound knowledge of Hindi Language. An expert can be a non-official person such as a retired officers or a working professor etc. of a University/Engineering/Medical Institutions. Claims regarding honorarium for the evaluation of Books, if any, should be submitted to the Administrative Head of the concerned Ministry/Department/Organisation and not to the Department of Official Language.

4. The following three prizes will be awarded under the scheme:—

First Prize	—	Rs. 20,000/-
Second Prize	—	Rs. 16,000/-
Third Prize	—	Rs. 10,000/-

5. Books are evaluated by a committee, which comprises two non-official members besides the representatives of the Department of Official Language.

6. All entries must reach this Department latest by **29 July, 2005**. Entries received after the prescribed date shall not be entertained.

7. Entries may be sent at the following address:—

RESEARCH OFFICER (IMPLEMENTATION),  
IMPLEMENTATION-2,  
DEPARTMENT OF OFFICIAL LANGUAGE,  
MINISTRY OF HOME AFFAIRS,  
2ND FLOOR, LOK NAYAK BHAVAN, 'A' WING,  
KHAN MARKET, NEW DELHI-110003.

8. The Ministries/Departments are requested to circulate this scheme of writing original books in Hindi to all their Attached/Subordinate offices, Undertakings, Nationalised Banks and Financial Institutions, Universities and Educational/ Training Institutions owned or controlled by the Central Government. Information about this scheme is available on our website <http://rajbhasha.nic.in>.

**Directions for experts:—**

1. The opinion of the experts regarding the book must be fully confidential. The experts are requested to send their recommendations in SEALED COVER ONLY.
2. Please mark the following information on the left side of the envelope:
  - (I) 'RECOMMENDATIONS: INDIRA GANDHI OFFICIAL LANGUAGE AWARD'.
  - (II) 'TO BE OPENED IN THE MEETING OF EVALUATION COMMITTEE OF THE DEPTT. OF OFFICIAL LANGUAGE ONLY'.
  - (III) NAME OF THE BOOK:
  - (IV) NAME OF THE EXPERT:
3. Experts must give their opinion on the points mentioned in the Proforma given below. Though they are free to add other points if they so desire, yet it is imperative that the impartial opinion is given on the points prescribed in the Proforma.
4. In case of serving officers/employees, the recommendation letter has to be forwarded through the Administrative Head of the concerned Ministry/Department/Organization to the Department of Official Language and in case of retired officers etc. it may be sent directly to the Department of Official Language.

**PROFORMA REGARDING RECOMMENDATION OF BOOKS**

1. Name of the Book.....
2. Name of the Author.....
3. Whether it is the first book in Hindi on the subject matter.....
4. Whether the facts expressed in the book are accurate and up-to-date .....
5. Whether originality has been maintained on the subject matter .....
6. Whether the author's work is endowed with up-to-date conscience and futuristic imagination.....
7. Whether the book is useful and interesting for a common reader .....
8. Any other relevant opinion .....
9. Overall category of the said books:—
  - 'A' — above 85%.
  - 'B' — 60% to 85%.
  - 'C' — Below 60%.

Signature of the Expert:

Name:

Full Postal Address With  
Telephone Number:

**INDIRA GANDHI OFFICIAL LANGUAGE AWARD SCHEME FOR THE YEAR 2004-05  
FOR WRITING ORIGINAL BOOKS IN HINDI**

- (i) Name of the Author .....
- (ii) Designation/Former Designation.....
- (iii) Name of Office/Former Office & Address.....
- (iv) Name of Concerned Ministry/Department.....
- (v) Full Mailing Address of the Author (Including Pin Code):.....
- (vi) Phone No. with STD Code/Fax: .....
2. TITLE OF THE BOOK.....
3. SUBJECT MATTER OF THE BOOK.....
4. NAME & ADDRESS OF THE PUBLISHER.....
5. YEAR OF PUBLICATION.....
6. DATE ON WHICH THE WRITING WORK WAS CONCLUDED (MONTH-YEAR).....
7. I \_\_\_\_\_ Son/Daughter of Sh. \_\_\_\_\_ have been working as (designation) in the Office of \_\_\_\_\_ during 01 April, 2004 to 31 March, 2005 \*OR have retired as \_\_\_\_\_ (designation) on \_\_\_\_\_ (date of retirement) from the Office of \_\_\_\_\_ hereby certify that,—
- (1) The book is my original work and does not violate the copyrights of any other author under the copywrite act as amended, 1997.
- (2) The said book has been written or published during ..... (month & year) to ..... (month & year)
- (3) The subject of my said book is connected with my official work done/being done by me.

Dated:

Signature of The Author.....

(\*Strike out, which is not applicable)

**ATTESTATION & RECOMMENDATION MADE BY THE MINISTRY/DEPARTMENT/  
ATTACHED/SUBORDINATE OFFICES ETC.**

The above mentioned work has been found suitable and is hereby recommended on the basis of the facts and relevant records submitted by the writer for considering it for Indira Gandhi Official Language Award for the year 2004-05 for writing original books in Hindi.

2. This is the first/second/third/fourth book recommended by this Ministry/Department/Office for the year 2004-2005 so far.

3. The above mentioned book has not been recommended earlier under Indira Gandhi Award Scheme for writing original books in Hindi.

Date:

Signature of Chairman, Official Language  
Implementation Committee:

Name:

Designation:

Ministry/Deptt./Office/Institute:

Phone/Fax No.:

## CHAPTER - 8

### POLICY ORDERS RELATING TO THE TRANSLATION ARRANGEMENT

**O.M. No. 13017/1/88-OL(C), dated 27.4.1988**

**Subject:**— Use of simple and intelligible Hindi by the translators of Central Government while doing translation from English to Hindi.

Instructions were issued vide this Department Office Memorandum No. II/13034/23/75-OL(C) dated 17th March, 1976 that while writing notes or letters, simple Hindi should be used so that it is easily understood by all. In official work only popular words should be increasingly used and while writing there should be no hesitation, whatsoever, in using popular words of other languages, wherever it is felt that the reader may find it difficult to understand a particular technical word or designation in Hindi, it would be helpful if its English equivalent is also written in brackets. A copy of the O.M. has been published at Sr. No. 127 of the Third Edition of compilation of orders regarding the use of Hindi.

2. In the meeting of the Central Hindi Committee held on 2nd December, 1987, some members expressed the view that the language to be used in Hindi translation should be simple and natural. As is evident from the above mentioned office Memorandum of 17th March, 1976, the policy of the Central Govt. from the very beginning has been that simple and intelligible Hindi should be used in official work. All Ministries/Depts. are, therefore, requested that all officers/employees concerned be instructed to use simple and intelligible Hindi while doing translation from English to Hindi in conformity with the above mentioned suggestions given at the meeting of the Central Hindi Committee, so that it can easily be understood even by those who are not proficient in Hindi. In translation not only simple and intelligible words should be used, but as far as possible, sentences should be small and instead of attempting word-by-word translation, the sense of the sentence or its part should be conveyed in the style of Hindi language. Instead of using difficult Hindi equivalents of the prevalent words of English or other languages, there should be no hesitation in writing those words in Devnagari Script. In short, efforts should be made to ensure that the language of translation is so simple that it is easily understood by common men.

3. All the Ministries/Depts. are requested to issue instructions to all their attached and subordinate offices, undertakings, banks etc. for the compliance of these orders.

4. This Deptt. may be informed of the action taken in this regard.

**O.M. No. 13017/2/88-OL (C), dated 16.6.1988**

**Subject:**— Arrangement for translation of statutory material concerning Central Government.

All the Ministries and Depts. have been informed vide M/O Home Affairs O.M. No. 11021/2/72-OL(Unit) dt. 16th Sept., 1972 that work relating to translation of all statutes, statutory rules, regulation and ordinances including forms connected with them fall under the Jurisdiction of Legislative Deptt. of the M/o Law & Justice. This work is done by the Official Language Wing of that Department.

2. At a Seminar of Secretaries held on 7th January, 1988, the view expressed was that a list of those statutory rules which were applicable at present and which had not been translated so far should be prepared. It has also been recommended at the Seminar that such statutory rules should immediately be sent to the official Language Wing of the M/o Law for translation into Hindi.

3. All the Ministries/Depts. of the Central Govt. are requested to prepare a list of such statutory rules which are applicable at present and which have not been translated so far. A copy of such a list with an upto date copy of the rules may please be sent immediately to Official Language Wing of the Legislative Deptt. for translation. A list of such statutory rules may also be sent to the undersigned intimating the action taken in this regard.

**O.M. No. 13017/3/90-OL (C), dated 26.11.1990**

**Subject:**— Follow up action on the decisions taken on the Report of the Committee of Parliament on Official Language (Part I) relating to translation arrangement.

The undersigned is directed to say that the Committee of Parliament on Official Language, constituted under Section 4(1) of the Official Languages Act, 1963, submitted its report on subjects relating to translation in Central Government

offices to the President in January, 1987. The decisions taken on the recommendations made therein, after taking into consideration the views of the various Central Ministries/Departments and States/Union Territories, were forwarded to all the Ministries/Departments for information and necessary action *vide* this Department's Resolution No. I/20012/1/87-OL (A-1) dated 30.12.1988. A copy of the same is enclosed for ready reference.

2. Attention of the Ministries/Departments of the Central Government and their attached and subordinate offices, public sector undertakings, nationalised banks etc. is invited once again to some of the said decisions, with which they are all concerned, for taking action as follows:—

**1. Translation, Printing and use of Forms. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2 (A) (i)]**

The Committee of Parliament on Official Language has recommended that arrangements should be made for getting all forms pertaining to contracts, agreements, licences, permits, notices and tenders covered by sub-section 3(3) (ii) of the Official Languages Act translated into Hindi and printed in bilingual form as early as possible so that these could be issued and made use of both in Hindi and English. All Ministries/Departments are requested to ensure action as above.

**2. Translation of training material [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2 (A) (4)]**

About the translation of training material, the committee of Parliament on Official Language has recommended that immediate steps should be taken to translate the training material in use in the training institutes of Ministries, Departments, Undertakings and other Autonomous Organisations etc. and the work should be completed within next three years by formulating a time-bound programme.

In this regard, the Department of Official Language issued directions to all Ministries/Departments *vide* its O.M. No. 13034/50/87-OL(C) dated 11.11.1987 for making arrangements for use of Hindi in Central Government Training Institutions with effect from 1.1.1989. All Ministries/Departments were requested *vide* the said O.M. that in all Central Government Training Institutions, irrespective of the region in which they are situated, training material should be prepared in both the languages (Hindi and English) and material in English or in Hindi should be provided according to the demand of trainees. In this O.M. it was also clarified that the work relating to translation of training material and imparting of working knowledge of Hindi to instructors should be completed by 1.1.1989.

All Ministries/Departments are requested that they should review the training material provided by their training institutions and ensure that the work relating to translation of training material has been completed. Simultaneously, they should also ensure the implementation of the provisions of the above mentioned O.M. dated 11.11.1987.

**3. Translation arrangement for the successful implementation of the Government Policy of bilingualism. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2 (B) (6)]**

The Committee of Parliament on Official Language has recommended that the translation arrangement will have to be strengthened further according to needs in almost all Ministries/Departments for successful implementation of the policy of bilingualism even for their day-to-day and continuous type of general work, so that work relating to implementation of the Official Language Policy does not lag behind. All Ministries/Departments are requested to ensure the strengthening of their translation arrangement.

**4. Translation arrangements for the implementation of Official Languages Act and the Rules framed thereunder. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2 (B) (7)]**

About the translation arrangements to be made for the due compliance of the Official Languages Act and the Rules framed thereunder, the Committee of Parliament on Official Language has recommended that in all the attached/subordinate offices of the Ministries/Departments of the Government of India, undertakings and other institutions, whether located in India or abroad, where there is not even a single translator at present, all the work required to be done in both the languages under the Official Languages Act and the Rules framed thereunder, should be done bilingually and requisite arrangements should be made for this purpose.

In this regard, orders were issued by the Department of Official Language *vide* O.M. No. II/13017/13/75-OL(C) dated 21.12.1976, O.M. No. 20013/2/77-OL(C) dated 15.10.79 and O.M. No. 13035/12/87-OL(C) dated 15.9.87 that in all the offices of the Central Government, where there is no staff for translation, arrangements should be made for carrying out translation work on honorarium basis.

All the Ministries/Departments are requested to ensure that these orders are implemented strictly.

**5. Creation of Posts connected with translation work [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1989. Item No. 2 (B) (9)]**

The Committee of Parliament on Official Language has recommended that the policy for creation of posts connected with translation work should be practical and liberal. Clear instructions should be issued to Ministries/Departments etc. that whenever it is necessary and obligatory to work in both Hindi and English, translators should be appointed for this purpose. There should be no restriction of any kind in this regard. In offices with a strength of less than 25 members of ministerial staff also, proper arrangements for translation should be made.

To facilitate the creation of posts relating translation, the Department of Official Language revised the norms of quantum of work to be done by translators *vide* O.M. No. 13017/1/81-OL(C) dated 13.4.1987. Thereafter, to implement the Official Language Policy including translation work, the Department of Official Language revised the norms for creation of minimum posts *vide* O.M. No. 13035/3/88-OL(C) dated 5.4.1989. To ensure that there is no restraint on creation of posts relating to official language, the Ministry of Finance, *vide* their O.M. No. 10(4)-E-Coord-85 dated 8.6.88, issued directions that such posts relating to official language which are based on norms fixed by the Department Official Language can be created by the Secretary of the Ministry concerned in consultation with their Financial Adviser. So far as such Offices, where the Ministerial staff is less than 25, are concerned, as mentioned above, arrangement for translation should be made on honorarium basis *vide* Official Language's O.M. No. 13035/12/87-OL(C) dated 15.9.87.

All Ministries/Departments are requested to take proper steps to implement the recommendation of the Committee as per the above instructions. They should also ensure that these are complied with in their attached and subordinate offices and undertakings also.

**6. To review the recruitment rules for translators and amend them as needed. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2 (B) (10)]**

With a view to improving standards of translation of material on different subjects, the committee has recommended that the recruitment rules for translators should have provision for the induction of candidates with experience and ability commensurate with specific requirements of special types of offices/undertakings etc. Besides, recruitment rules should be revised in a manner so that persons with qualifications in law, engineering, science, technology etc. and with a very high proficiency in English and Hindi are attracted to the higher posts in the Official Language Services.

All posts relating to Hindi including those of translators are under Central Secretariat Official Language Service. Recruitment Rules of Translators under the Central Secretariat Official Language Service have been reviewed. In these Recruitment Rules notified in September, 1990, it has been provided that even a person who possesses a degree of M.A. in any subject and has a working knowledge of Hindi and English can be appointed as Translator. Similarly, provision exists in the Recruitment Rules for Translators in the Central Translation Bureau.

All Ministries/Departments are requested to review the Recruitment Rules of Translators of their Department and their subordinate offices and undertakings which are not under the Central Secretariat Official Language Service and ensure that action is taken according to the recommendations of the Committee.

**7. Bilingual preparation of codes, manuals, forms and amendments thereof as well as their printing, publication and distribution. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2 (C) (12)]**

About the preparation, printing, publication and distribution of codes, manuals and forms in bilingual form, the Committee has recommended that arrangements should be made for the preparation of Hindi and English texts of all codes/manuals/forms and other procedural literature simultaneously. Amendments made in them from time to time

should also be got translated side by side; Codes/manuals and forms which have been already translated and those which are yet to be translated, should be printed/published in bilingual form soon after their Hindi translation is made available. If deemed necessary, to avoid delay in their printing, they may be got printed from private presses. If there is violation of this rule at any place or level, it should be viewed seriously; Codes, manuals and forms and other procedural literature and amendments made in them from time to time should be made available in bilingual form to the attached/subordinate offices and undertakings and institutions etc. wherever they are required to be used. The Committee has also recommended that in the Ministries/Departments, a senior officer should be appointed as a Coordinating Officer with the responsibility to coordinate all the work pertaining to translation of prescribed statutory/non-statutory codes/manuals/forms and other procedural literature and their printing and availability in bilingual form to all the offices of Ministries/Departments.

The recommendations of the Committee have been accepted.

Accordingly, all Ministries/Departments are requested to make appropriate arrangement, according to the above recommendations, for the preparation, printing, publication and distribution of codes, manuals and forms in bilingual form. They may ensure similar action being taken in their attached/subordinate offices/undertakings. All Ministries/Departments are also requested that the Chairman of the official Language Implementation Committee of any Department should be nominated as the Coordination Officer recommended by the Committee.

**8. Departmental training on transfer from one Department to another. [(Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2(8) (17)]**

The Committee of Parliament on Official Language has recommended that arrangements should also be made for imparting special training for about a week's time for officers and staff engaged on translation work on their transfer from one Department to another, so as to enable them to have a grasp of the peculiar environment and terminology etc. pertaining to the new Department. All Ministries/Departments are requested that they should make arrangements for this training and also ensure that their attached/subordinate offices and undertakings should also make such arrangements.

**9. Original Drafting [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2(a) (20)]**

The Committee of Parliament on Official Language has recommended that:—

- (a) In the field of law, original drafting should be done in Hindi so that laws enacted in Hindi are interpreted in Hindi and decisions are written in Hindi. Legislative Department may take necessary action in this regard.
- (b) In future all new codes, manuals etc. should be prepared originally in Hindi.

All Ministries/Departments are requested that all new codes, manuals etc. prepared by the Departments and attached/subordinate offices and undertakings etc. are drafted, as far as possible, originally in Hindi.

**10. Preparation of reference and help literature. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1988. Item No. 2(H) (25)]**

The Committee has recommended that for the smooth and successful functioning of translation arrangements in various offices of the Central Government, in addition to the work of preparing of glossaries, the process of preparation of other types of reference and help literature should also continue. For this purpose, short-term and long-term plans, as may be needed, should be prepared. With this end in view, private organisations should also be encouraged. Such literature should also be distributed properly amongst the officers and be used by them.

All Ministries/Departments are requested to ensure the implementation of the recommendation of the Committee.

**11. Form of Language to be used in Translation. [Resolution No. I/20012/1/87-OL (A-1), dated 30.12.1990. Item No. 2(J) (28)]**

About the form of Language to be used in translation, the Committee of Parliament on Official Language is of the view that in translation the adoption of the language as provided in Article 351 of the Constitution is in the interest of unity and integrity of India.

All the Ministries/Departments are requested to ensure appropriate action as per the above view of the Committee regarding form of language to be used in translation.

3. All the Ministries/Departments are requested to take suitable action on all the above instructions and bring these to the notice of their attached and subordinate offices and undertakings, nationalised banks etc. owned and controlled by them and ensure their compliance.

**O.M. No. 13017/2/89-OL (C), dated 29.11.1991**

**Subject:**— Translation of non-statutory procedural literature in the Central Translation Bureau on Honorarium basis.

Instructions issued vide Department of Official Language O.M. No. 13017/3/87-OL(C) dated 19.7.1988 stipulated that in Central Government offices, where no post of Hindi Officer or Hindi Translator existed, translation work from English to Hindi and Hindi to English, wherever necessary, could be got done on payment of honorarium to a competent employee of the office concerned. For this purpose, the rates of honorarium were fixed at Rs. 15/- per thousand words for ordinary material and Rs. 20/- per thousand words for technical material including manuals, codes etc. These rates were also applicable to the translation work of various non-statutory procedural literature of manuals, codes, forms etc. of different Ministries/Departments/bodies and offices of the Central Government in the Central Translation Bureau by the translators from outside the Central Translation Bureau, which included working and retired translators/translation officers/Hindi officers and experienced Government and non-Government individuals associated with translation work or translation training.

2. The proposal for increasing the rates of honorarium for translation of non-statutory procedural literature by translators of the above mentioned categories had been under consideration of the Government of India. It has now been decided, in consultations with the Ministry of Finance and the Department of Personnel and Training, that for translation by Central Translation Bureau, through the above categories of translators, from English to Hindi and Hindi to English of various non-statutory procedural literature of manuals, codes, forms etc. in the Ministries/Departments/bodies and offices of the Central Government, honorarium may be paid at the rate of Rs. 40/- per thousand words for ordinary material and Rs. 45/- per thousand words for technical material. These rates will be applicable to translation work got done only by the Central Translation Bureau on honorarium basis.

3. These orders will take effect from the date of issue of this Office Memorandum.

4. This Office Memorandum is being issued with the concurrence of the Department of Personnel and Training vide their U.O. No. 17013/3/86-Estt. (A) dated 31.10.1991.

**O.M. No. 13017/2/92-OL(C), dated March 1992**

**Subject:**— Translation of course material relating to training-Regarding.

On the above mentioned subject, the undersigned is directed to say that the Committee of Parliament on Official Language in its Report (Part-III) has, alongwith other recommendations, also recommended the following:—

**Recommendation No. H(5)** — **Translation of course material relating to training**

The Committee has recommended that course material relating to training should be translated early.

2. This recommendation of the Committee of Parliament on Official Language has been accepted and the decision of the Government in this regard has been issued vide this Department's Resolution No. 13015/1/91-OL(D) dated 4.11.1991.

3. In this connection, kind attention of all the Ministries/Departments is invited to this Department's Office Memorandum No. 13034/50/87-OL(C) dated 11.11.1987 in which it was requested that arrangements for imparting training through Hindi medium in addition to English medium may also be made in the training institutes of the Central Government. According to this, it was expected that the teaching material would be got prepared in both the languages and would be made available to the trainees in either Hindi or English as required by them in all the training institutes of the Central Government irrespective of the region in which they are located. This arrangement was to be made applicable to the training courses beginning after 1st January, 1989.

4. In view of the recommendation of the Committee of Parliament on Official Language and the decision of the Government in this regard, all the Ministries/Departments etc. are requested to invite attention of all the training institutes under their charge and under the charge of their Undertakings etc. to this Department's Office Memorandum dated 11.11.1987 and issue directions to such institutions, which have not got their training material translated into Hindi so far, to take immediate action in this regard.

5. They may also kindly inform the Department of Official Language of the action taken in this regard.

**O.M. No. 13017/2/89-OL (C), dated 29.12.1993**

**Subject:**— Regarding honorarium for translation work from Hindi to English and vice-versa.

1. O.M. No. II/ 13017/13/75-OL (C) dated 21.2.1976 This order issues in supression of all previous orders issued by the Department of Official Language as per marginal list regarding honorarium for translation work from Hindi to English and vice-versa. In accordance with the Official Languages Act, 1963, Official Language Rules, 1976 and orders issued therein from time to time, the use of Hindi and English both is obligatory for certain items of work and certain items of work are required to be done in Hindi alone. In certain offices, these orders are not being implemented due to problem of translation. After considering the various aspects of the problem, it has been decided that in the Central Government offices, where there is no post of Hindi translator or the offices where there a large amount of work of translation is pending, which can not be got done from their translators, the translation work can be got done by paying honorarium and the rate of honorarium be made attractive. The new rates for the honorarium have been fixed as follows:—

- (a) for ordinary material—Rs. 40/- per thousand words for the version in which translation is rendered.
- (b) for technical material including work of translation of codes and manuals—Rs. 45/- per thousand words.

2. The following points will be kept in view while sanctioning the honorarium:—

- (a) The work of translation can be got done from the officers/staff of the same or other government offices but not from the outsiders. For this purpose, it is advisable to keep a panel of persons capable of doing such work.
- (b) The work of translation should be assigned on the consideration that it is not detrimental to the efficient discharge of normal official duties and responsibilities of the person concerned.
- (c) The work of translation should not be got done from the person holding Hindi posts i.e. Director (OL), Assistant Director (OL), Senior Translator or Junior Translator.
- (d) The Head of the Department should certify that the translation was absolutely necessary and that the number of words for which honorarium is being sanctioned were actually translated.
- (e) The expenditure on the honorarium will be met from the sanctioned budget of the concerned office.
- (f) Such persons as already know Hindi or have aquired the working knowledge of Hindi by passing Hindi examinations should not normally require translation from Hindi to English. Attempt should be made to see that the letters required to be issued in Hindi are drafted originally in Hindi by the Hindi knowing staff and officers. It would be necessary to take the help of translation, if only where there is difficulty in drafting originally in Hindi or when some letter, circular, memorandum etc. is required to be issued both in English and Hindi.

O.M. No. II/ 13017/2/89-OL (C) dated 20.11.1991. 3. The Central Translation Bureau, where the translation work of various non-statutory procedural literature of manuals, codes, forms etc. of different ministries/departments/bodies and offices of the Central Government is done, can get the work of translation done by the translators from outside the Central Translation Bureau, which included working and retired translators/translation officers/Hindi officers and experienced government and non-government individuals associated with translation work or translation training.

4. These orders will be effective from the date of issue of this Office Memorandum.

5. This issues with the approval of the Department of Personnel and Training vide their U.O. No. 17013/3/86-Estt. (Allowances) dated 7th July, 1993.

**O.M. No. 13017/1/2000-O.L. (P&C), dated 2.5.2000**

**Subject:**— Statutory translation by Public Sector Undertakings etc.—clarification

While considering the recommendation regarding translation of statutory literature of Public Sector Undertakings, it was decided as per the Presidential order dated 30.12.88 on the first volume of the Report of the Committee of Parliament on Official language that the Official Language Wing of the Legislative Department is meant for translation of statutory material of Govt. Departments and Offices only. Banks, insurance companies and large undertakings should make their own arrangements for translation of statutory material. The Official language Wing of Legislative Department will prepare and provide some standard drafts for their guidance and also extend its full co-operation for the training of law officers. For smaller undertakings, for whom it is not feasible to make this arrangement, the Bureau of Public Enterprises may make requisite arrangements through the Standing Conference on Public Enterprises or by some other means.

2. The Official Language Wing of the Legislative Department was consulted on the subject as to how to certify the authenticity of Hindi translation of Legal documents rendered by the Public Sector Undertakings etc. Legislative Department have informed that the standard Hindi drafts on different statutory documents like agreements, contracts etc. have been published by them. These are the authentic Hindi translation and can be helpful in Hindi translation and vetting of different documents. Assistance will be provided by the Official languages Wing of the Legislative Department for preparing Hindi text of such statutory documents, whose Hindi text can not be prepared with the help of the standard drafts already published.

3. All Ministries/Depts. are requested to apprise the Public Sector Undertakings, Banks, Insurance companies etc. under their control of the said arrangement.

**O.M. No. E-11024/33/74-OL (Cell), dated 24.6.1974**

**Subject:**— Training of Hindi employees in the technique and method of translation.

Ministry of Finance etc., are aware that the Central Translation Bureau, a subordinate office of this Ministry, has initiated a course for imparting training in the technique and method of translation for Hindi employees working in the various Ministries/Departments and other offices of the Central Govt. This course is of three months duration.

2. The coordination committee of Joint Secretaries in their meeting held on 12.3.74, has made the following recommendations regarding officers and staff to be sent for the said training:—

- (i) The duration of training should be treated as duty period.
- (ii) Arrangements should be made to promote other persons in vacancies caused due to the staff/officers proceeding on training.

3. The Government have considered and accepted the recommendations of the committee, the vacancies caused by staff proceeding on training can be filled subject to the following conditions:—

- (a) If the duration of training is less than 45 days, the vacancies need not to be filled.
- (b) A substitute may only be appointed, when the Head of the Department or the Competent authority is satisfied that the work can not be managed without appointing a substitute against such a vacancy.

4. This is being issued with the concurrence of the M/o Finance vide their U.O. No. 4882-E.113-A/74 dated 21.6.1974

**O.M. No.F-II/13017/12/75-OL (C), dated 5.5.1975**

**Subject:**— Provision of compulsory training in translation for the staff engaged on translation/translators.

Progressive use of Hindi has made it imperative that there should be uniformity of diction and terminology used in Hindi. It has also been the policy of the Government of India that the Hindi used should be simple and intelligible. With this and in view, a scheme of training in translation was started in the Central Translation Bureau. The matter was again considered at length in the 18th meeting of the Hindi Salahakar Samiti of the Ministry of Home Affairs held on 26th September, 1975. It has now been decided that training in translation imparted by the Central Translation Bureau be made compulsory for all the staff connected with translation work in the Ministries/Departments of the Central Government.

The Ministry of Finance etc. are requested to bring this decision to the notice of all offices under them and to arrange for the training of all the staff engaged on translation in suitable batches. For this purpose, a list of the staff engaged on translation work may be sent to the Director, Central Translation Bureau, K-75, Hauz Khas, New Delhi so as to facilitate the preparation of even batches. (Present Address: Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003).

**O.M. No. 13017/6/87-O.L. (C), dated 16.11.1987**

**Subject:**— Provision of compulsory training in translation for translators/staff engaged on translation.

Reference is invited to O.M. No. 11/13017/12/75-O.L.(C), dated 5th May, 1975, Government of India, Ministry of Home Affairs, according to which the training in translation imparted by the Central Translation Bureau was made compulsory for all the staff connected with translation work in the Ministries/Departments of the Central Government.

2. A number of Public Sector Undertakings and Nationalised Banks were of the view that since they were not covered by the said O.M., it was not obligatory on their part to nominate their staff for this training. A few others advanced the plea that as they did not have posts of translators and the translation work was carried on either by Hindi Officers or other members of the staff, the said O.M. did not apply to them too.

3. Recently, in the meetings of some Town Official Language Implementation Committees it was voiced that the said O.M. may be modified so as to cover any member of the staff or officer engaged in or connected with translation in various Public Sector Undertakings and Nationalised Banks, irrespective of their designation.

4. Accordingly, in partial modification of the O.M. referred to above, it is clarified that all the officers and staff engaged in or connected with translation work in various Public Sector Undertakings and Nationalised Banks too, irrespective of their designation may be nominated for the translation training imparted by the Central Translation Bureau.

5. The Ministry of Finance etc. are requested to bring this decision to the notice of all the Public Sector Undertakings and Nationalised Banks etc. under them and direct them to arrange for the early training of all their officers/staff engaged in or connected with translation work. For this purpose, a list of all such personnel may be forwarded to the Director, Central Translation Bureau, Paryavaran Bhavan, 8th Floor, C.G.O. Complex, Lodhi Road, New Delhi—110 003, to facilitate the forming of even batches according to their training requirements.

**O.M. No. 21034/21/2003-OL (Trg.), dated 1.7.2003**

**Subject:**— Revision in the rates of Honorarium to the Officer-in-Overall Charge of the full time/part time training centers of Hindi Teaching Scheme.

In partial modification of this Department's O.M. No. 49/1/98-HTS(HQ)/29, dated 08th February, 1999, the undersigned is directed to convey the sanction of the President to revise the rates of Honorarium to such officers of the Central Government who are appointed as Officer-in-Overall Charge of the full time/part time training centers of Hindi Teaching Scheme and shoulder additional duties and responsibilities for looking after the training work of Hindi Language, Hindi Typewriting and Hindi Stenography to Central Government Employees in an honorary capacity, in addition to their normal duties. The revised rates of Honorarium payable to such Officer-in-Overall Charge, will be as follows:—

(i)	Officer-in-Overall Charge who supervise those full-time training Center of Hindi Teaching Scheme, where 1 to 5 regular Hindi Pradhyapak/ Assistant Director (Hindi Typing & Stenography) are posted.	Rs. 260.00 per month
(ii)	Officer-in-Overall Charge who supervise those full-time training Centers of Hindi Teaching Scheme, where 6 or more regular Hindi Pradhyapak/Assistant Director (Hindi Typing & Stenography) are posted.	Rs. 375.00 per month
(iii)	Officer-in-Overall Charge who supervise those Part-time Training Centers of Hindi Teaching Scheme, where 20 or more trainees are on roll.	Rs. 130.00 per month

2. Other terms and conditions, contained in the above O.M., will remain the same.

3. This Office Memorandum issues with the concurrence of the Finance Division of Ministry of Home Affairs, vide their Note Dy. No. 76/Fin.II/Hindi/03, dated 09th June, 2003.

4. The revised rates of Honorarium will be applicable with effect from 01st July, 2003.

**O.M. No. 21034/21/2003-O.L. (Trg.), dated 29.7.2003**

**Subject:**— Revision in the rates of Honorarium to the Part time Clerks/Peons of the full time/part time training centers of Hindi Teaching Scheme.

In partial modification of this Department's O.M. No. 49/1/98-HTS(HQ)/125/325, dated 21 April, 1999, the undersigned is directed to convey the sanction of the President to revise the rates of Honorarium to such employees of the Central Government, who are appointed as Part time Clerks/Peons of the full time/part time training Centers of Hindi Teaching Scheme and shoulder additional duties and responsibilities for helping the Officer-in-Overall Charge, in an honorary capacity, in addition to their normal duties. The revised rates of Honorarium payable to such Part time Clerks/Peons, will be as follows:—

	Part Time Clerks	Rate of Honorarium per month
(i)	Part time Clerk engaged at full time Hindi Teaching Centre where no whole time clerk is posted.	Rs. 285.00 (Rupees Two hundred and eighty five only)
(ii)	Part time Clerk engaged at full time Hindi Teaching Centre having full time clerk also.	Rs. 160.00 (Rupees One hundred and sixty only)
(iii)	Part time Clerk engaged at part time Hindi Teaching Centre where 20 to 100 candidates are on roll.	Rs. 135.00 (Rupees One hundred and thirty five only)
(iv)	Part time Clerk engaged at part time Hindi Teaching Centre where more than 100 candidates are on roll.	Rs. 200.00 (Rupees Two hundred only)

	Part Time Peons	Rate of honorarium per month
(i)	Part time Peon engaged at full time Hindi Teaching Centre where no whole time clerak is posted.	Rs. 115.00 (Rupees One hudred and fifteen only)
(ii)	Part time Peon engaged at full time Hindi Teaching Centre having full time clerk also.	Rs. 85.00 (Rupees Eighty five only)
(iii)	Part time Peon engaged at part time Hindi Teaching Centre where 20 to 100 candidates are on roll.	Rs. 85.00 (Rupees Eighty five only)
(iv)	Part time Peon engaged at part time Hindi Teaching Centre where more than 100 candidates are on roll.	Rs. 115.00 (Rupees One hundred and fifteen only)

2. Other terms and canditions, contained in the above O.M., will remain the same.

3. This Office Memorandum issues with the concurrence of the Finance Division of Ministry of Home Affairs, vide their Note Dy. No. 836/FA(H)/03, dated 18th June, 2003.

4. The revised rates of Honorarium will be applicable with effect from 01st July, 2003

**O.M. No. 14034/29/90-O.L. (Trg.), dated 14.9.2000**

**Subject:**— Revision of rates of Honorarium (Remuneration) admissible to part-time Instructors engaged for imparting training in Hindi Typewriting and Hindi Stenography at part-time training Centres set up under Hindi Teaching Scheme/Departmental arrangements.

The undersigned is directed to refer to this Department O.M. No. 11015/1/79-OL(D), dated 20th November, 1979, O.M. No. 11015/1/86-O.L. (D), dated 19th February, 1987 and O.M. No. 22011/5/95-KHPS/1075 dated 7th March, 1996 on the subject noted above and to convey the sanction of the President to grant of Honorarium (Remuneration) to the part-time Instructors engaged under Hindi Teaching Scheme/Departmental arrangements on the modified rates as follows:—

Existing Rates	Modified Rates
<b>Hindi Typewriting:</b> Rs. 15/-p.m. for every trainee; Rs. 150/-p.m. if the number of trainees is from 6 to 10; and	Rs. 45/-p.m. for every trainee; Rs. 450/-p.m. if the number of trainees is from 6 to 10; and

Rs. 250/-p.m. if the number of trainees exceeds 10.

Rs. 750/- if the number of trainees is more than 10.

**Hindi Stenography:**

Rs. 30/-p.m. for every trainee;  
Rs. 250/-p.m. if the number of trainees is from 6 to 10; and  
Rs. 350/-p.m. if the number of trainees is more than 10.

Rs. 90/-p.m. for every trainee;  
Rs. 750/-p.m. if the number of trainees is from 6 to 10; and  
Rs. 1050/-p.m. if the number of trainees is more than 10.

2. Other conditions in this regard will remain the same as mentioned in this Department's O.M. No. 12043/56/74H1/OL(D), dated 7.9.1977.

3. The contents of the office Memorandum may be brought to the notice of all concerned.

4. The revision of rates of Honorarium (Remuneration) will be effective from 1st September, 2000.

5. This issues with the concurrence of the Finance Division, Ministry of Home Affairs *Vide* their I.D. Note No. H. 116/2000/F. II, dated 16th August, 2000.

**O.M. No. 14034/52/2000-O.L. (Trg.)/2247, dated 4.7.2003**

**Subject:**— Grant of honorarium/remuneration to the paper setters, examiners, answer book evaluators, etc. for the conduct of Hindi examinations under the Hindi Teaching Scheme.

The question of revising the rates of honorarium/remuneration payable to the paper setters, examiners, answer book evaluators, etc., for the conduct of Hindi Prabodh, Praveen, Pragya and Hindi Typewriting and Hindi Stenography examinations under the Hindi Teaching Scheme has been under consideration for quite some time. It has now been decided that the rates of honorarium/remuneration payable to the paper setters, examiners, etc., appointed in connection with the conduct of the above examinations will be as detailed below:—

Sl. No.	Item of work	Rate of honorarium/remuneration
1.	Setting of question papers (Hindi Prabodh, Praveen, Pragya)	Rs. 250/-per paper
2.	Setting of question papers (Hindi Typewriting/Hindi Stenography)	Rs. 175/-per paper
3.	Moderation of question papers	Rs. 80/-per paper
4.	Proof Reading (Hindi Prabodh, Praveen, Pragya and Hindi Typewriting/Stenography)	Rs. 50/- per paper
5.	Dictation	Rs. 80/- per dictation
6.	Superintendents of examination centres	Rs. 100/-per session
7.	Invigilators	Rs. 70/- per session
8.	Clerks at examination centres	Rs. 50/- per session
9.	Class IV (Gr. D) employees at the examination centres	Rs. 30/- per session
10.	Head Examiner	Rs. 150/-per Sub-examiner (No additional fee being paid for re-examining marked answer books received from Sub-examiners or for supplying models to them. At least 10 models should be supplied to each Sub-examiner)

Sl. No.	Item of work	Rate of honorarium/remuneration
11.	Assesment of answer books (Hindi Prabodh, Praveen, Pragya and Hindi Typewriting/Stenography)	Rs. 4.50 per answer book
12.	Viva-Voce	Equal to the assessment of one answer book for each candidate (Minimum Rs. 50/-)
13.	Tabulation of results	Rs. 70/- per 100 candidates
14.	Cross checking/comparison of results	Rs. 50/- per 100 candidates

2. The above rates will be effective from the date of issue of this Office Memorandum.

3. This issues in partial modification of this Department's O.M. No. 22011/28/96-CHTI/2151, dated 20-5-1996 and with the concurrence of Finance-II, Ministry of Home Affairs, *vide* their I.D. Note No. F. 695/FA(H)/03, dated the 3rd June, 2003.

**O.M. No. 21034/29/2003-O.L. (Trg.), dated 25.2.2004**

**Subject:**— Enhancement of Honorarium Fees of Answers Paper (Response Sheets) of Language Correspondence Course (Prabodh/Praveen/Pragya).

With reference to your letter number 19015/7/2003-C.C./C.H.T.I./4087 dated 6.8.2003 on the above mentioned subject, I am directed to say that present rate of evaluation fees of Rs. 3.00 per Answer paper given to evaluators for checking answer papers (response sheets) of Language Correspondence Course (Prabodh/Praveen/Pragya) under Hindi Teaching Scheme has been increased to Rs. 4.00 per answer paper with the approval of Finance Division, Ministry of Home Affairs *vide* their U.O. No. A-3020/FA(H), 04 dated 11.02.2004. A copy of the above note is enclosed for necessary action.

2. These rates will take effect from 1st April, 2004.

**O.M. No. 13017/2/96-O.L. (P.C.), dated 25.2.2005**

**Subject:**— Regarding honorarium for translation work from Hindi to English and vice-versa.

This order issues in supersession of Department of Official Language O.M. No. 13017/2/89-O.L. (C) dated 29.12.93 regarding honorarium for translation work from Hindi to English and vice-versa. In accordance with the Official Languages Act, 1963, Official Language Rules, 1976 and orders issued therein from time to time, the use of Hindi and English both is obligatory for certain items of work and certain items of work are required to be done in Hindi alone. In certain offices, these orders are not being implemented due to problem of translation. After considering that in the Central Government Offices, where there is no post of Hindi translator or the offices, where a large amount of work of translation is pending, which can not be got done from their translators, the translation work can be got done by paying honorarium and the rate of honorarium be made attractive. The new rates for the honorarium have been fixed as follows:—

- (i) for ordinary material—Rs. 60/- per thousand words for the version in which translation is rendered.
- (ii) for technical material including work of translation of codes and manuals—Rs. 65/- per thousand words.

2. The following points will be kept in view while sanctioning the honorarium:—

- (a) The work of translation can be got done from the officers/staff of the same or other government offices but not from the outsiders. For this purpose, it is advisable to keep a panel of persons capable of doing such work.
- (b) The work of translation should be assigned on the consideration that it is not detrimental to the efficient discharge of normal official duties and responsibilities of the person concerned.
- (c) The work of translation should not be got done from the person holding Hindi posts i.e. Director (OL), Joint Director (OL), Deputy Director (OL), Assistant Director (OL), Senior Translator or Junior Translator.
- (d) The Head of the Department should certify that the translation was absolutely necessary and that the number of words for which honorarium is being sanctioned were actually translated.

- (e) The expenditure on the honorarium will be met from the sanctioned budget of the concerned office.
- (f) Such persons as already know Hindi or have acquired the working knowledge of Hindi by passing Hindi examinations should not normally require translation from Hindi to English. Attempt should be made to see that the letters required to be issued in Hindi are drafted originally in Hindi by the Hindi knowing staff and officers. It would be necessary to take the help of translation, if only where there is difficulty in drafting originally in Hindi or when some letter, circular, memorandum etc. is required to be issued both in English and Hindi.
- (g) The maximum limit of honorarium is Rs. 5000/- per annum as per Department of Personnel & Training O.M. No. 17011/3/97-Establishment (Allowances), dated 17.7.1998.

3. The Central Translation Bureau, where the translation work of various non-statutory procedural literature of manuals, codes forms etc. of different ministries/departments/bodies and offices of the Central Government is done, can get the work of translation done by the translators from outside the Central Translation Bureau, which included working and retired translators/translation officers/Hindi officers and experienced government and non-government individuals associated with translation work or translation training.

4. These orders will be effective from the date of issue of this Office Memorandum.

5. This issues with the approval of the Ministry of Finance and the Department of Personnel and Training *vide* their U.O. No. 17011/4/96-Establishment (Allowances), dated 25.1.2005.

## CHAPTER - 9

### USE OF HINDI IN RECRUITMENT/DEPARTMENTAL EXAMINATIONS

**O.M. No. 14012/6/87-OL (C), dated 16.2.1988**

**Subject:**—Optional use of Hindi as medium of examinations for recruitment to subordinate services and non-technical posts.

Instructions were issued vide this Deptt. O.M. No. 1/14012/34/75-OL(C) dated 6.1.1976 that Hindi be allowed as an optional medium in the examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Govt. of India located in Hindi speaking states. Vide O.M. No. 14012/6/87-OL(C) dated 21.5.87, it was clarified that these instructions were also applicable to the Undertakings owned or controlled by the Central Govt., Banks etc. situated in Hindi speaking states. Copies of both these O.Ms are annexed for ready reference.

2. The above instructions dated 6th Jan., 1976 and 21st May, 1987 were made applicable to the Central Govt. offices located in Hindi speaking states only. The matter of allowing similar option in the examinations for recruitment to services and posts in the offices of the Central Govt. and the undertakings owned or controlled by the Central Govt., Banks etc. situated in 'B' region, was under consideration in this Department. After considering various aspects of this matter, it has now been decided that the optional use of Hindi be permitted in the examinations conducted on regional or local basis for direct recruitment to the services and posts of the subordinate offices of the Central Government and Undertakings owned or controlled by the Central Govt., Banks etc. located in 'B' Region *viz.* the States of Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh, in the same way as is allowed for subordinate offices in Region 'A' *vide* O.M. dated 6th Jan., 1976.

3. All the Ministries and Departments of the Central Govt. are requested to bring this decision to the notice of all their attached and subordinate offices and undertakings, banks etc. and ensure its implementation.

**O.M. No. I/14012/34/75-OL (C), dated 6.1.1976**

**Subject:**—Optional use of Hindi as alternative medium of examination for recruitment of subordinate services and non-technical posts.

Hindi in Devanagari script is the Official Language of the Union. However, English continues to be the sole medium of examinations conducted for recruitment to various services and posts in the subordinate offices of the Central Government. The question of allowing optional use of Hindi as alternate medium of examinations for recruitment to subordinate services and posts of the Government of India has been under consideration for quite sometime. After giving careful thought to the various aspects of the matter and in consultation with the various Ministries/Departments, it has been decided that the optional use of Hindi as alternative medium in examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Government of India may be allowed in the *manner indicated* below:—

- (a) In respect of examinations conducted for recruitment to non-technical subordinate posts under the Central Government, candidates may be allowed the option to answer all papers either in Hindi or in English except the paper on General English;
- (b) In respect of examination for technical posts also candidates may be allowed to answer papers either in Hindi or in English. However, if some paper is on a highly technical subject and the concerned Ministry/ Department do not consider it feasible to allow the optional use of Hindi for answering the said paper, the final decision in this respect should be taken in consultation with the Department of Official Language;
- (c) There should be a compulsory paper on English in all these examinations.
- (d) To begin with, the above decision may be made applicable to examinations for recruitment in Central Government offices located in Hindi speaking States.
- (e) Arrangements may be made for printing of question papers in these areas both in Hindi and English.
- (f) Where an interview or oral test is held for such posts the candidates may be allowed the option to answer in Hindi.

2. The Ministry of Finance etc. are requested to allow the option of Hindi medium in the examinations for direct recruitment conducted by their attached and subordinate officers located in Hindi speaking areas. A copy of the instructions issued in this regard may also be endorsed to the Department of Official Language.

**O.M. No-14012/6/87-OL (C), dated 21.5.1987**

**Subject:**— Optional use of Hindi as alternative medium of examination for recruitment of subordinate services and non-technical posts.

Instructions were issued vide this Department O.M. No. I/14012/34/75-OL(C) dated the 6th January, 1976, that the optional use of Hindi may be allowed as alternative medium in examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Government of India located in Hindi speaking States. A copy of this O.M. is enclosed for ready reference.

2. The instructions date the 6th January, 1976, mentioned above refer specifically only to the Offices of Central Government located in Hindi speaking States. These do not specifically refer to the undertakings, banks etc. owned or controlled by the Central Government, although the instructions issued by the Department of official Language generally, apply to these undertakings, banks, etc. in the same manner as they apply to the Offices of the Central Government. Some undertakings, banks, etc. have already started implementing these instructions.

3. I have been directed to clarify that the instructions dated 6th January, 1976, referred to above also apply to the offices of the Public Undertakings, Banks, etc. owned or controlled by Central Government located in Hindi-speaking States.

4. The Ministry of Finance, etc. are requested to bring this clarification to the notice of the public undertakings, banks, etc. under their control for necessary action.

**O.M. No. 14012/11/87-O.L. (C), dated 23.3.1988**

**Subject:**— Option for the use of Hindi in the departmental examinations conducted for promotion to the posts or services of the Central Government.

All the Ministries and Depts. were informed regarding this decision of the Central Govt. vide the Office Memorandum of even number dated 21st September, 1987 of this Deptt. Wherein it was mentioned that the candidates may be permitted to use either Hindi or English for answering the question papers of all the in-service departmental examinations as well as examinations conducted for the promotion to higher posts, including those conducted on All India basis in all the Ministries/ Departments and their attached and subordinate offices, irrespective of the region in which they are located. The question papers of these examinations may be prepared in both Hindi and English and where interview is required to be held, the candidates may be permitted to answer the questions in Hindi. It was also laid down in this very circular that these directions will also apply to all the corporations, undertakings and banks etc. owned or controlled by the Central Government.

2. All the Ministries and Departments were requested to bring these directions to the notice of all the concerned officers and request them that they should permit the optional use of Hindi in all the examinations to be conducted in future. On the basis of directions laid down in this Office Memorandum, all the Ministries and Departments were required to intimate their attached and subordinate offices, undertakings, corporations and banks etc. that they should also ensure compliance of this decision of Government. Hence, it is requested that this Department may kindly be intimated that Ministry of Finance etc. have issued orders to this effect to their attached and subordinate offices and orders to all the corporations, undertakings, bank, etc. too have been issued to ensure the compliance of these orders.

**O.M. No. 14012/11/87-O.L. (C), dated 1.7.1988**

**Subject:**— Option for answering in Hindi the question papers of the Departmental examinations conducted for promotion in Central Government services or to Central Govt. posts—Translations of relevant books.

Instructions were issued vide this Department O.M. of even No. dated the 21st September, 1987 on the subject cited above that the candidates may be permitted to use either Hindi or English for answering question papers of all the in-service departmental examinations and examinations conducted for promotion including those conducted on all India basis in all the Ministries/Departments and their attached and subordinate offices, irrespective of the region in which they are situated. It was also stated that all the question papers for these examinations may be got prepared both in Hindi and English and where interview is prescribed the candidates may be allowed to answer the questions in Hindi. These instructions are also applicable to all the corporations, undertakings and banks etc. owned or controlled by the Central Government.

2. This matter was considered at a Seminar of Secretaries to the Govt. of India held on the 7.01.1988 and it was recommended that all the Codes, Mannuals or other books which are used for departmental and promotional examinations should be got translated into Hindi within a year, so that the employees who opt for Hindi medium in these examinations do not face any difficulty.

3. All the Ministries and Departments of the Central Government are requested to have such arrangements made expeditiously for departmental and promotional examinations conducted in their attached and subordinate offices and the companies, corporations, banks etc. and to issue instructions that the books required to be translated be got translated immediately. Information regarding Codes, Manual etc., already sent to Central Translation Bureau or Official Language Wing of the Legislative Department for translation and which are to be used by the employees appearing in the departmental or promotional examinations, should immediately be sent to the Central Translation Bureau/Official Language Wing of the Legislative Deptt., so that their translation could be attended to on priority basis. Such codes, manuals and other procedural literature will be given priority as follows:

- (1) Which are to be used for training programmes.
- (2) Which are to be used in the Departmental examinations.
- (3) Non-availability of the Hindi version of which causes hindrance in the Departmental work.
- (4) Non-availability of the Hindi version of which has resulted in the stoppage of printing work.
- (5) Which have been amended but the amendments have not been translated.

All the Ministries and Departments of the Central Government are requested to make expeditious arrangements for having such codes, manuals and other books etc. translated into Hindi as are used for Departmental and promotional examinations conducted in their attached and subordinate offices and the companies, corporations and banks etc. controlled by them. Available codes, Manuals and other procedural literature should be reviewed and should be sent for translation to the Central Translation Bureau. In case of the manuals, codes etc. which are either being compiled or revised, the Central Translation Bureau will accept such code etc. in parts or chapterwise for expeditious translation. The material sent would be translated by the Bureau in order of priority as indicated above.

4. It is requested that the Department of Official Language may be apprised of the action taken in this regard.

**O.M. No. 14012/9/89-OL (C), dated 27.6.1989**

**Subject:—** Medium of examination for recruitment to posts and services under the Central Government—clarification while advertising vacancies.

Instructions were issued vide this Department Office Memorandum No: I/14012/34/75-OL(C) dated 6th January, 1976, that the optional use of Hindi may be allowed as alternative medium in examinations conducted for recruitment to services and posts in the offices of the Government of India located in Hindi speaking states. These instructions were made applicable to the offices of Public Sector Undertakings, Bank etc. owned or controlled by Central Government and located in Hindi speaking States vide this Department O.M.No: 14012/6/87-OL(C) dated the 21st May, 1987.

2. In spite of the above orders, it has come to the notice of this Department that the option of Hindi is not always available in examinations for recruitment in offices of the Central Government located in Hindi speaking states. The advertisements for recruitment published in newspapers, Employment News etc. also do not clearly state that the candidates will have the option to use Hindi in answering the question papers.

3. It is necessary to ensure that option for the use of Hindi must be allowed in all question papers except English in examinations conducted for recruitment to posts and services of Central Government offices, Public Undertakings, Banks etc. situated in Hindi speaking states. While advertising vacancies in newspapers and Employment News etc. The following instructions must be specifically kept in mind:—

- (i) Vacancies should be advertised in both the languages Hindi and English. If advertisement is published in English in the English newspaper, its Hindi version must also be issued for publication in Hindi newspaper.
- (ii) It must be clarified in the advertisements that option for the use of Hindi for answering all the question papers, except English, is available.
- (iii) It must be clarified in the advertisement that question papers will be made available in both the languages.
- (iv) The advertisement must also specifically state that the candidates can apply either in Hindi or in English if proforma for application is published in the advertisement, it must be in both Hindi and English languages.

4. The above instructions may be kept in view, while advertising vacancies by the Union Public Service Commission and staff Selection Commission for direct recruitment where option for the use of Hindi in examinations is available.

5. The Ministry of Finance etc. are requested to bring these instructions to the notice of their attached and subordinate offices/undertakings/banks etc. and are also requested to ensure strict compliance of these instructions. The Department of Personnel and Training are also requested to take necessary steps for compliance of these instructions by Union Public Service Commission and Staff Selection Commission.

## CHAPTER-10

### CREATION OF HINDI POSTS

**O.M. No. 13017/4/88-OL (C), dated. 8.6.1988**

**Subject:**— Prescribing duties of Hindi Officers

The duties of Hindi Officers and Hindi Translators were prescribed vide this Department O.M. No.: 11/13019/75-OL(C) dated 31.12.1975 and O.M. No.: 13016/1/80-OL(C) dated 6.12.1980, respectively (Compilation of orders regarding the use of Hindi, Third edition Sr. Nos. 139 &140).

2. It has been brought to the notice of the Department of Official Language from time to time that the services of the staff available for implementation of Official Language policy are not utilised for Hindi work but they are engaged on some other items of work and this causes difficulty in the execution of the desired work in accordance with the Official Languages Act and Official Languages Rules. This point was also raised at the regional Official Language Conference held in Jammu on 2nd February, 1988.

3. It is clarified that the services of the Hindi Officers/translators should, as far as possible, be utilised for translation and Official Language Implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual Programme, only then the officers/employees working against Hindi posts should, provided they get time, be entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.

4. All the Ministries/Depts. are requested to bring the aforesaid instructions to the notice of their attached and subordinate offices, undertakings, banks etc. for necessary compliance. This Department may also be apprised of the action taken in this regard.

**O.M. No. 13035/4/88-OL (C), dated 12.7.1988**

**Subject:**— Creation of posts for implementation of Official Language Policy.

Attention of all the Ministries/Departments is invited to the Ministry of Finance, Deptt. of Expenditure O.M. No. 10(4)-E(Coord)/85, dated 8th June, 1988. According to Sr. No. 8 of annexure to this O.M., the proposals for sanction of posts required for implementation of Official Language Policy as per the guidelines framed and issued in this regard by the Department of Official Language in consultation with the Ministry of Finance can be approved by the Secretaries of the Administrative Ministries in consultation with their Financial Advisers.

2. In this connection, attention, is invited to the following Office Memoranda issued by the Department of Official Language, wherein guidelines in this regard were issued in consultation with the Ministry of Finance:—

1. O.M. No. 13035/3/80-OL(C), dated 27th April, 1981—regarding creation of minimum number of Hindi posts.
2. O.M. No. 13017/1/81-OL(C), dated 13-4-1987—norms regarding posts of Translators and Veters.
3. O.M. No. 11034/9/74-OL(unit), dated 10-1-1975—norms pertaining to quantum of work to be done by Hindi Typists and Comparers.

A copy each of the aforesaid Office Memoranda is attached for ready reference.

**O.M. No. 13035/3/80-OL (C), dated 27.4.1981**

**Subject:**— Creation of minimum number of Hindi posts for compliance/implementation of Official Language Policy of the Central Government.

A number of provisions for the progressive use of Hindi for the official purposes of the Central Government have been made in the Official Languages Act, 1963 and the Official Languages (Use for the Official Purposes of the Union) Rules, 1976, made thereunder. Based on the provisions of the Act and the Rules an Annual Programme to encourage progressive use of Hindi for the official work of the Central Govt. is issued every year and all Ministries/Departments, etc. are requested to ensure compliance thereof.

2. In order to ensure compliance of the above provisions and the Official Language Policy of Government, creation of an adequate number of Hindi posts (Hindi Officer, Hindi Translator, Hindi Typists, etc.) is essential for looking after the translation work and other aspects relating to implementation in the various Central Government Offices.

3. Certain guidelines regarding the minimum number of Hindi posts so as to ensure compliance/implementation of Government's Official Language Policy were, in consultation with the Ministry of Finance (Deptt. of Expenditure) issued vide this Deptt's D.O. Letter No. E. 11015/17/73-OL (Cell), dated the 6th August, 1973. The minimum number of posts mentioned in these guidelines are as under:—

(a) **For Ministries/Departments**

- (1) A Senior Hindi Officer in each Ministry and a Hindi Officer in each Department.
- (2) One Senior Hindi Translator and three Junior Hindi Translators in each Ministry/Independent Department.

(b) **For Attached and Subordinate Offices**

- (1) A Hindi Officer for each attached/subordinate office having a strength of 100 or more employees excluding class IV staff.
- (2) One Hindi Translator for each office having at least 25 employees. An additional Hindi Translator for every 50 ministerial employees; every fourth post of Hindi Translator to be that of Senior Hindi Translator.
- (3) One Hindi Typist for each office having at least 25 employees.

4. A general ban on the creation of all new non-plan posts was imposed vide the Ministry of Finance (Department of Expenditure) O.M. No. F.7(2)-E-Coord/79 dated the 6th July, 1979 and O.M. No. F. 7(18)-E-Coord/79 dated the 7th September, 1979 and directions were given that matching savings should be indicated against expenditure to be incurred on creation of such posts. However, vide Ministry of Finance (Department of Expenditure) O.M. No. F. 7(16)-E-Coord/79 dated 3rd October, 1979 posts required for fulfilling statutory obligations were among others, exempted from the general ban imposed earlier. This exemption is also applicable to posts required for ensuring compliance/implementation of the Official Language Policy of Government. Therefore, Ministries, etc. can put up their proposals for the creation of the minimum number of Hindi posts in accordance with the above guidelines.

5. It may also be mentioned that the Ministry of Finance (Department of Expenditure) have, vide their D.O. Letter No. F. 7(7)-E-(Coord)/81 dated 11th February, 1981 issued instructions to all Financial Advisors that the general guidelines indicated in this Department's letter of 6th August, 1973 could be adopted for determining the staff needed for implementation of the Govt's Official Language Policy in various Ministries/Departments/Offices and that proposals for the creation of such Hindi posts may be considered without invoking ban orders.

6. Under the circumstances mentioned above, all Ministries/Departments are requested to review the position of posts available in the Ministries/Departments, proper and in their attached and subordinate offices or implementation/compliance of the official language policy of Government with reference to the guidelines indicated in this Department's letter of 6th August, 1973, and to intimate prompt action for the creation of new posts, where minimum staff is not available. Proposals for posts in excess of or higher than those mentioned in the guidelines could also be made on the grounds of adequate justification for their creation/work study.

7. The Ministry of Agriculture etc. are requested to bring this clarification to the notice of their attached and subordinate offices and to direct them to take appropriate action in this regard.

**O.M. No. 13017/1/81-OL(C), dated 13.4.1987**

**Subject:**—Revision of norms pertaining to quantum of work to be done by translators and vetters in the offices of the Government of India.

As the Ministry of Finance etc. are aware, the quantum of work for translation was fixed at 1350 words per translator per day vide O.M. No. 20/3/70-OL dated the 1st January, 1973 and that for vetting at 4700 words per translator per day vide O.M. No. 13017/1/75-OL(C) dated 2nd February, 1976. The revision of these norms was under consideration of this Department for some time past and after having conducted work study in some of the Ministries/Department, it has now been concluded that these norms need to be increased. Increase in work norms has also been necessitated by the increase in the daily working hours.

2. It has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit) that the translation work may be categorised as 'ordinary' and 'technical' and work norms may be fixed as under:—

	ORDINARY	TECHNICAL
Translation	1750 words per day	1350 words per day
Vetting	5800 words per day	4000 words per day

Considering the special nature of work in the Central Translation Bureau, the norms for translators in that Bureau will be 1300 words per translator.

3. The translation material may be categorised as under:—

#### **Ordinary**

- (a) Annual administrative reports
- (b) General orders, directives, circulars, etc.
- (c) Parliamentary work- Parliament Question, Assurances, Calling Attention Notices, etc.
- (d) Routine Correspondance
- (e) Reports of various Commissions/Committees, etc.

#### **Technical**

- (a) Reports on policy matters, such as Import-Export Policy
- (b) White papers
- (c) Scientific and technical literature of various Ministries
- (d) Scientific and technical reports, such as reports of Planning Commission, Central Water Commission
- (e) Manual codes and other procedural literature.

In case of dispute as to which material falls in ' Ordinary' or 'Technical' category, the decision of the Senior Hindi Officer/Hindi Officer in the Ministry/Department shall be final, but where 25% or more translatable work of a Department is categorised as 'Technical', study by the Internal Work Study Unit shall be necessary.

4. The nature of work in the Official Language wing of the Legislative Department of the Ministry of Law and Justice is different from translation work in other Ministries/Department and therefore, these norms will not apply to the translators and vetters in that Wing.

5. The Ministry of Finance etc. are requested to bring the contents of this O.M. to the notice of all concerned.

#### **O.M.No. 11034/9/74-O.L. (Cell), dated 10.1.1975**

**Subject:—** Norms pertaining to quantum of work to be done by Hindi typists and Comparers in the various Ministries/ Departments/Officers.

The undersigned is directed to say that the question of fixing norms pertaining to quantum of work to be done by Hindi typists and Comparers in the various Ministries/Departments/Office has been under consideration of this Ministry for some time past and after studying the Hindi typewriting work being done in the various Ministries/Department/Office of Govt. of India and various problems connected therewith, it has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit, Deptt. of Expenditure) that the following norms be fixed for Hindi typists and Comparers:—

#### **(1) Standard of work-load for Hindi Typists:**

- (a) Taking the minimum typing speed of 25 words per minute and after making an allowance for factors like breaks and interruption fatigue subsidiary process etc. a Hindi typist should give an output of 5400 (five thousand four hundred) words per day.
- (b) In the case of letters and other communications the number of word in the body of the letter or communication alone should be counted. An addition of 60 words may be made for addresses and salutations in respect of each letter of communication.

(c) The above standard would apply to straight typing from running matter. To convert other kind of typing to this basic type, the following allowances may be added:—

- |  |  |
|--|--|
| (i) Cutting Stencils   | 25% (i.e. 100 words to be treated as 125 words). |
| (ii) When three or more copies have to be taken out by inserting carbon papers | 25%  |
| (iii) Manuscript or handwritten matter   | 25%  |
| (iv) Statements  | 100%   |

**Note:—** For newly recruited typists, a norm of 5000 words per day may be adopted for the first year of their service. The same norm may be also be adopted for typists engaged on English & Hindi typing simultaneously.

**(2) Comparison of typed matter:**

A set of two Comparers may be allowed for every three typists.

**O.M.No. 13035/3/88- O.L. (C), dated 5.4.1989**

**Subject:—** Refixation of norms for the creation of minimum number of Hindi posts for the implementation of the Official Language Policy of the Central Government.

The guidelines relating to the creation of minimum number of Hindi posts to ensure the implementation of the Official Language Policy of the Central Government were circulated *vide* D.O.No. E-11015/17/73 -O.L.(Cell) dated 6th August, 1973. Various Ministries/Departments were requested *vide* this Department's Office Memorandum No. 13035/3/80/-O.L. (C) dated 27th April, 1981 to review the position of posts available in the Ministries/Departments proper and in their attached and subordinate officers for implementation of the Official Language Policy of the Governments and initiate prompt action for the creation of posts where minimum staff was not available.

2. The norms relating to the minimum number of Hindi posts have been reconsidered to further rationalise them, so that the creation of unnecessary posts is avoided without adversely affecting the implementation of Official Language Policy and at the same time facilitating the creation of necessary posts. For this purpose, a Committee was constituted under the Chairmanship of Secretary, Department of Official Language. This Committee included representatives of Ministry of Finance (Deptt. of Expenditure), Department of Statistics, Ministry of Defence, Department of Posts, Ministry of Railways and the Office of the Comptroller and Auditor General of India. After taking into consideration the recommendations of this Committee and with the concurrence of the Ministry of Finance, it has now been decided that in supersession of this Department's O.M. of 27th April, 1981, the following guidelines may be followed about minimum posts for the implementation of the Official Language Policy:—

**(1) For Ministries/Departments**

- (i) One Assistant Director (OL) in each Ministry and independent Department having a full-time Secretary.
- (ii) One Senior Hindi Officer, i.e., Deputy Director (OL), in each Ministry or Department having 100 or more ministerial employees or which has 4 or more attached /sub-ordinate officers or undertakings, each having 100 or more than 100 ministerial employees. This post may be in lieu of the post of Assistant Director or in addition to that, keeping in view the norms prescribed under the Department of O.L. O.M. No. 13017/1/81-OL (C) dated 13.04.1987. A post of Director may be allowed by taking into account the nature and quantum of work in Ministry/Department.
- (iii) One Translator for less than 50 ministerial employees, two translators for 50 to 100 ministerial employees, three translators for 101 to 150 ministerial employees, three junior translators and one senior translator for 151 and more ministerial employees.

**(2) For Attached/Subordinate Offices**

- (i) One Hindi Officer (Assistant Director, O.L.) in each attached/subordinate office having 100 or more ministerial employees.
- (ii) **(a) For offices located in Region 'A'** (Excluding Offices of Defence forces and Para-military forces) one Junior Translator in an office having 25 to 125 ministerial employees, two Junior Translators for 126 or more ministerial employees.

**(b) For offices located in Regions 'B' and 'C'**

- (i) One Junior Translator in an office having 25 to 75 ministerial employees; two Junior Translators for an office having 76 to 125 ministerial employees; three Junior Translators for an office having 126 to 175 ministerial employees; three Junior Translators and one Senior Translator for an office having more than 175 ministerial employees.
- (ii) These norms will also apply to those office of Defence forces and Para-military forces in Region 'A' which move from one region to another.
- (iii) One post of Hindi Typist may be provided in all those offices of the Central Government in Regions 'B' and 'C' which have at least 25 ministerial employees. A post of Hindi Typist may also be provided in offices which are newly created in region 'A' provided they have at least 25 ministerial employees. The norms will also apply to those offices of Defence Forces and Para-military Forces in Region 'A' which move from one region to another.

3. The term 'Ministerial Employees' used in para 2 includes all those employees and officers who have been sanctioned for ministerial duties, irrespective of the fact that whether they are technical or scientific employees or officers. Further, in case the technical and scientific posts are sanctioned for such work but the incumbents have been entrusted with ministerial work also, they may be taken into account for computing Hindi posts after verification of the nature of work of such employees by the I.W.S.U.

4. The number prescribed in these guidelines is the minimum so that these posts are provided on the basis of the number of employees and the Region, where the office is located without any work study, so that the implementation of Official Language Policy is not adversely affected. If more posts are justified in any office keeping in view the quantum and nature of work, these can be created on the basis of work study.

5. While conducting the work study, all items of work which are required to be done in Hindi or bilingually in both Hindi and English according to the requirements of Official Language Act, Rules, Annual Programme etc. and not only those which are presently being done should be taken into account. Needless to say, the work study should be done on a careful assessment of the quantum of workload and not on ad-hoc basis.

6. It is clarified that the posts of Translators etc. which have already been created in an office on the basis of the O.M. dated 27.04.81 referred to above, shall not be abolished on the ground that those are more than the number required according to the revised guidelines. However, any additional demand should be adjusted against the surplus, if any, for the Ministry or Department as a whole including attached and subordinate offices.

7. Apart from translation, there are several other items of work, which are necessary for ensuring compliance of Official Language Policy, such as circulation of orders, preparation of progress reports, preparation of agenda and minutes of meetings of Hindi Salahakar Samitis and Official Language Implementation Committees, nomination of employees for learning Hindi, organising work-shops etc. Workload on account of these items should not be taken into account while assessing the posts of Hindi Translators. This job should be attended to by clerical staff which may be provided on the basis of workload/existing norms. However, where translators are already doing this work and on this basis there will be reduction in their posts, they will continue to do this work. Wherever staff sanctioned on the basis of minimum number of posts prescribed in the guidelines are not fully-occupied, they will also continue to do this work.

8. In the Training Institutions of the Central Government, necessary posts may be created for translating the training material on the basis of quantum of translation work for imparting training in Hindi medium. There is no need to prescribe any norms for minimum posts for this purpose.

9. The norms laid down in this O.M. and the translation workload norms earlier laid down in the Department of Official Language O.M. No. 13017/1/81-OL(C) dated 13th April, 1987 would be the guidelines for the creation of posts required for implementation of the Official Language Policy.

10. These norms will be reviewed after 5 years.

**O.M. No. 13035/3/95-O.L. (PC), dated 22.7.2004**

**Subject:**— Refixation of norms for the creation of minimum number of Hindi posts for compliance/implementation of the Official Language Policy of the Central Government.

The norms for creation of minimum number of Hindi posts to ensure the implementation of the Official Language Policy of the Central Government were first circulated under this Department Office Memorandum No. 13035/3/80-OL(C) dated 27th April, 1981. These norms were revised and circulated *vide* O.M. No. 13035/3/88-OL(C) dated 5.4.89. The norms relating to the minimum number of Hindi posts have been reconsidered to further rationalise them, so that the necessary posts for translation as well as implementation of the Official Language Policy could be created. Hence, the following guidelines may be followed regarding the minimum number of Hindi posts for translation as well as implementation of the Official Language Policy:—

**1.1 For Ministries/Departments:—**

- (i) One Assistant Director (OL) in each Ministry and independent Department having a full-time Secretary.
- (ii) One Deputy Director (OL) in each Ministry or Department having 100 or more ministerial employees or which has 4 or more attached/sub-ordinate offices or undertakings, each having 100 or more ministerial employees. This post may be in lieu of the post of Assistant Director or in addition to that, keeping in view the norms prescribed under Department of Official Language O.M. No. 13017/1/81-OL(C) dated 13th April, 1987 for the quantum of work to be done by translators and vettors in the offices of the Government of India. A post of Joint Director (OL) in the pay scale of Rs. 12000-16500 [Erstwhile Director (OL) in the same scale] may be allowed by taking into account the nature and quantum of work in Ministry/Department.
- (iii) One Junior Translator for less than 50 ministerial employees, two Junior Translators for 50 to 100 ministerial employees, three Junior Translators for 101 to 150 ministerial employees, three Junior Translators and one Senior Translator for 151 and more ministerial employees.

**1.2 For Attached/Subordinate Offices:—**

- (i) One Hindi Officer [Assistant Director (OL)] in each attached/subordinate office having 100 or more ministerial employees.
- (ii) (a) **For offices located in Region 'A'** (Excluding Offices of Defence Forces and Para-Military Forces) one Junior Translator in an office having 18 to 125 ministerial employees, two Junior Translators for 126 or more ministerial employees.
  - (b) **For offices located in Regions 'B' and 'C'**
    - (1) One Junior Translator in an office having 18 to 75 ministerial employees, two Junior Translators for an office having 76 to 125 ministerial employees, three Junior Translators for an office having 126 to 175 ministerial employees, three junior Translators and one Senior Translator for an office having more than 175 ministerial employees.
    - (2) These norms will also apply to those offices of Defence Forces and Para-military Forces in Region 'A' which move from one region to another.
    - (3) One post of Hindi Typist may be provided in all those offices of the Central Government in Regions 'B' and 'C' which have at least 25 ministerial employees. A post of Hindi Typist may also be provided in offices which are newly created in Region 'A' provided they have at least 25 ministerial employees. The norms will also apply to those offices of Defence Forces and Paramilitary Forces in Region 'A' which move from one region to another.

**1.3 Other posts for implementation of Official Language Policy in Ministries/Departments and Attached/Subordinate Offices:—**

- (i) Apart from translation, there are several other items of work which are necessary for ensuring compliance of the Official Language Policy, such as circulation of orders, preparation of progress reports, preparation of agenda and minutes of meetings of Hindi Salahakar Samitis and Official Language Implementation Committees, nomination of employees for learning Hindi, organizing work-shops, etc. in Ministries/Departments and Attached/Subordinate Offices. The following posts are recommended to attend to this work:—
  - (a) One post of LDC (Hindi Typist) which already exists may continue as mentioned in Department of Official Language O.M. No. 13035/3/88-OL(C) Dated 5th April, 1989.

(b) One post of Assistant in Ministries and independent Departments and one post of Assistant or its equivalent in Attached/Sub-ordinate offices, each having a strength of at least 310 ministerial employees (excluding Group 'D').

(ii) It may also be ensured that in the offices where a ministerial post such as Assistant or its equivalent has already been sanctioned for attending to these activities, no additional post is recommended.

2. The term 'Ministerial Employees' means all employees (excluding Group 'D') who have been sanctioned for ministerial duties, irrespective of the fact that they are technical or scientific employees or officers. Further, the technical and scientific employees or officers, who have been entrusted with ministerial work (such as noting, drafting, letter writing, accounting, etc.) may also be taken into account for computing the number of Hindi posts.

3. The number prescribed in these guidelines is the minimum so that these posts are provided on the basis of the number of employees and the Region, where the office is located, without any work study, so that the implementation of the Official Language Policy is not adversely affected. If more posts are justified in any office keeping in view the quantum and nature of work, these can be created on the basis of a work study.

4. While conducting the work study, all items of work which are required to be done in Hindi or bilingually (in both Hindi and English) according to the requirements of the Official Languages Act, Rules, Annual Programme, etc., and not only those which are at present being done, should be taken into account. Needless to say, the work study should be done on a careful assessment of the quantum of workload and not on adhoc basis.

5. It is clarified that the posts of Translators, etc., which have already been created in an office on the basis of the earlier norms shall not be abolished on the ground that those are more than the number required according to the revised guidelines. However, any additional demand should be adjusted against the surplus, if any, for the Ministry or Department as a whole including attached and subordinate offices.

6. In the Training Institutions of the Central Government, necessary posts may be created for translating the training material on the basis of quantum of translation work for imparting training in Hindi medium. There is no need to prescribe any norms for minimum posts for this purpose.

7. The norms laid down in this O.M. and the translation workload norms laid down in the Department of Official Language O.M. No. 13017/1/81-OL(C) dated 13th April, 1987 (copy enclosed) would be the guidelines for the creation of posts required for implementation of the Official Language Policy.

8. This Office Memorandum issues with the approval of Director (Staff Inspection Unit), Ministry of Finance under its U.O. reference No. 526/SIU/2003 dated 26.12.2003.

**O.M. No. 13035/5/92-OL (C), dated 27.8.1992**

**Subject:**— Creation of minimum number of Hindi posts for compliance/implementaion of Official Language Policy of the Central Government Regarding.

It has been mentioned in para 4 of the Department of Official Language's Office Memorandum No. 13035/3/86-OL(C), dated 27.4.1981 on the above subject that a general ban on the creation of all new non-Plan posts was imposed *vide* the Ministry of Finance (Department of Expenditure) O.M. No. F. 7 (2)E-Coord-79, dated the 6th July, 1979 and O.M. No. F. 17 (18)E-Coord/79, dated the 7th September, 1979 and directions were given that matching savings should be indicated against expenditure to be incurred on creation of such posts. However, *vide* Ministry of Finance (Department of Expenditure) O.M. No. F-7(16) E-(Coord)/79 dated the 3rd October, 1979, posts required for fulfilling statutory obligations were, among others, exempted from the general ban imposed earlier. This exemption is also applicable to posts required for ensuring compliance/ implementation of Official Language Policy of the Government. Therefore, Ministries, etc. can put up their proposals for the creation of the minimum number of Hindi posts in accordance with the above guidelines.

2. In this connection attention of all Ministries/Departments is invited to the Department of Official Language Office Memorandum No. 13035/4/88-OL(C), dated 12.07.88 in which Department of Expenditure's Office Memorandum No. 10(4)-E-(Coord)/85, dated 08.06.1988 is mentioned and in which it has been clarified that the proposals for sanction of posts required for implementation of Official Language Policy as per the guidelines framed and issued in this regard by the Department of Official Language in consultation with the Ministry of Finance can be approved by the Secretaries of the Administrative Ministries in consultation with their Financial Advisers. According to this clarification, all the Ministries/Departments are requested that above instructions may kindly be brought to the notice of all concerned.

**O.M. No. 13035/3/91-OL (C), dated 23.4.1991**

**Subject:**— Recommendation of the Kendriya Hindi Samiti regarding filling of Hindi posts.

The undersigned is directed to invite attention to the recommendation of the Kendriya Hindi Samiti contained in para 3.6 of the minutes of the meeting of the Committee held on the 12th October, 1989, as reproduced below:

"all the Ministries/Departments/Offices should be directed to implement the panel formed for Hindi posts expeditiously and fill up the Hindi posts and the Finance Ministry should also adopt more liberal attitude in regard to filling up of Hindi posts."

2. It may be mentioned here that the posts relating to Hindi in the Ministries/Departments/Attached Offices are included in the Central Secretariat Official Language Service and necessary action to fill up these posts is taken by the Department of Official Language, which ensures that the panels prepared for filling these posts are effected immediately. But the posts relating to Hindi in subordinate offices do not come under the said Service and, as such, it is necessary that the Ministries/Departments keep a thorough watch on the panels prepared for filling these posts and the same are effected as early as possible.

3. All Ministries/Departments are, therefore, requested to ensure that the panels prepared from time to time for filling the Hindi posts in their subordinate offices are effected at the earliest and to apprise the Department of Official Language of the action taken in this regard, so that the Kendriya Hindi Samiti is informed of the same in its next meeting.

**O.M. No. 12/6/90-OL (S), dated 12.5.1994**

**Subject:**— Central Secretariat Official Language Service—showing economy in Government expenditure by abolishing Hindi posts.

With a view to economize the government expenditure, Finance Ministry has in recent past issued orders to cut certain items which includes item relating to cutting down on posts of Ministries/Departments. These orders related to cutting down some posts out of the total posts in Ministries/Departments, but it has been observed that only posts connected with Hindi are being cut in some cases.

2. Posts connected with Hindi in Ministries/Departments are created essentially for fulfilling the statutory obligations. This is the reason why the Secretaries of Administrative Ministries have been given powers *vide* O.M. No. 10(4)-E-(Coord.)/85 dated 8.6.1988 of Deptt. of Expenditure that they may in consultation with Financial Advisors and Ministry of Finance create posts for the implementation of O.L. Policy, in accordance with the guidelines laid down and issued by the Department of Official Language. If Hindi posts are downsized in the name of economy in Govt. expenditure, it would be a set-back to the implementation of Official Language Policy in the Ministry/Department concerned.

3. Hence, all the cadre units included in Central Secretariat Official Language Services are requested to consult Department of Official Language before cutting down on posts connected with Hindi and should explicitly justify the abolition of such posts.

**O.M. No. 10(4) - E (Coord.)/85, dated 8.6.1988**

**Subject:**— Delegation of enhanced Financial Powers to Ministries/Departments.

The question of delegation of enhanced financial powers to Ministries/Departments of the Government of India has been under consideration of the Government for sometimes past. It has now been decided to enhance the financial powers of the Ministries/Departments in certain areas to the extent indicated in the Annexure to this O.M. This Annexure also contains certain items in respect of which relaxation of existing instructions etc. has been made.

2. The above delegation would be subject to the general condition of availability of budget provisions and the commitments for the subsequent year being met even if the provisions in the subsequent year are kept at the same level. Under the Integrated Financial Adviser System, the powers of the Administrative Ministries are exercised in consultation with the Financial Advisers. In regard to enhanced delegation of powers, the same provision will continue to apply. Enhanced delegation carries with it the responsibility of ensuring that all requisite criteria are fully satisfied. In this respect the Administrative Ministries will be fully responsible for ensuring the compliance with the criteria laid down.

3. The necessary amendments/modifications to the Delegation of Financial Powers Rules etc., wherever necessary, will be issued separately.

4. The enhanced delegation of powers in terms of this O.M. will take immediate effect.

Annexure to Ministry of Finance (Department of Expenditure) O.M. No. 10(4)-E(Coord)/85 dt. 8.6.1988

**ENHANCED POWERS DELEGATED TO THE MINISTRIES/  
DEPARTMENTS OF THE GOVERNMENT OF INDIA**

Sl. No.	Nature of power	Enhanced powers
1.	Air travel for non entitled officers	Secretaries of the Administrative Ministries-Full powers provided the expenditure is kept within the allocation under the Head "Travelling Expenses".
2.	Sanction of Staff cars	Secretaries of the administrative-Ministries Full powers.
3.	Unusually large expenditure on Special fittings, furniture/furnishings.	Secretaries of the administrative Ministries-Full powers.
4.	Creation of posts for plan projects provided under the Schemes.	Secretaries of the administrative Ministries may exercise powers in respect of category B, C and D posts, provided the expenditure on establishment is within 10% of the project cost and the posts to be created are in conformity with the prescribed norms. If norms do not exist, norms study should be carried out before the posts are sanctioned. For creation of Group 'A' posts approval of Finance Minister is required.
5.	Reappropriation of funds from one plan Head to another	Full powers to the Administrative Ministries except in cases involving foreign exchange and provided that: (i) commitments are not made beyond the allocations for the schemes during the Plan period; and (ii) no reappropriation from Capital to Revenue and <i>vice-versa</i> is made. (The Government has no powers in this regard).
6.	Sanction of Plan schemes costing upto Rs. 20 crores.	The Administrative Ministries may exercise powers upto Rs. 20 crores but after following usual EFC procedure and obtaining the comments of Planning Commission and other appraising agencies.
7.	Sanction of non-Plan schemes	Secretaries of the Administrative Ministries upto Rs. 5 crores.
8.	Proposals for sanction of posts to implement Official Language Policy	Power may be exercised by the Secretaries of the Administrative Ministries in consultation with their Financial Advisers in accordance with the guidelines that are framed and issued in this regard by the Department of Official Language in consultation with Ministry of Finance.
9.	Additional provision for travelling expenses	Secretaries of the Administrative Ministries-upto 10% of the existing provision, provided the funds can be found by reappropriation.
10.	Purchase or contracts negotiated on single tender basis or items of proprietary nature	Ministries/Departments in consultation with their Financial Advisers upto Rs. 60 lakhs and 40 lakhs respectively.
11.	Wage revision of employees/workers of public section undertakings.	Full powers to Ministries/Departments in consultation with their Financial Adviser provided the proposals conform to the allocations, guidelines and ceilings laid down by the Cabinet Committees.

**O.M. No. 13034/34/92-O.L. (C), dated 16.4.1992**

**Subject:**— Creation of Hindi Posts for Inspection & Monitoring, expressing views in Official Language Hindi by the invitees in Meetings, Conferences, Seminars and Translation of Codes/Manuals & other procedural literature.

I am directed to say on the above mentioned subject that the Committee of Parliament on Official Language has also made following recommendations besides other recommendations in their Report [Volume-3]

**Item No. 1: Inspection & Monitoring**

The Committee has recommended that it is necessary to strengthen the Inspection and Monitoring system for the effective implementation of Official Language Policy. For this purpose arrangement for separate staff should be made for translation work, Inspection & Monitoring.

2. This recommendation of Committee of Parliament on Official Language has been accepted and in this connection the decision of Govt. has already been issued *vide* this Deptt's. Resolution No. 12019/10/91-O.L. [L] dated 28.1.1992.

3. In this connection, the attention of all Ministries/Departments is invited to this Department's O.M. No. 13035/3/88-O.L.[C] dated 5.4.1989 wherein all Ministries/Departments of Central Government were requested to create posts for the effective implementation of Official Language Policy in their Ministries/Deptts. and Attached/Subordinate offices, as per the guidelines laid in the said Office Memorandum.

4. Keeping in view the recommendation of Committee of Parliament on Official Language and in pursuance of Govt.'s decision in this regard, all the Ministries/Depts. etc. are again requested to ensure aforesaid action. They may bring this to the notice of their attached/subordinate offices and ensure its compliance.

**Item No. 2 or 9[b]: Expressing of views in Official Language Hindi by invitees in Departmental Meetings, Conferences and Seminars**

The Committee has recommended that the invitees in the meetings, conferences, seminars should be encouraged to express their views in Official Language Hindi.

2. The recommendation has been accepted & the decision of the Government has already been issued *vide* this Department's Resolution No. 12019/10/91-O.L. [L] dated 28.1.92.

All the Ministries/Departments are requested to ensure appropriate action in this regard.

**Item No. 12: Codes/Manuals & other procedural literature**

This Committee has recommended that the Ministries/Departments which have not yet got their Codes/Manuals & procedural literature translated as per the time frame *i.e.* year 1991 fixed by Presidential order issued under the Resolution dated 30.12.98 of the Department of Official Language [for Ministry of Defence 1994-95], were required to complete this work by the end of the year 1991. Since the year 1991 has ended, hence now this target should be positively achieved during 1992.

2. This recommendation of the committee has been accepted and the decision of the Govt. has already been issued *vide* this Department's resolution No. 12019/10/91-O.L. [Int.] dated 28.1.92.

3. All the Ministries/Depts. are again requested to adhere to the time limit and circulate their updated codes, manuals and procedural literature among all their offices and should get their procedural literature amended and keep a close watch on it by making Government press as check point.

4. All the Ministries/Depts. are requested to take appropriate action on the above directions and bring them to the notice of all their attached/subordinate offices and undertakings and nationalised banks etc., owned or controlled by them and ensure their compliance.

5. Action in this regard may kindly be intimated to the Department of Official Language.

**O.M. No. 14012/7/87-O.L. (C), dated 28.1.1988**

**Subject:**— Ratio of Stenographers trained in Hindi. Stenography against the posts of Stenographers in Central Government offices, undertakings, banks etc.

Instructions were issued *vide* Department of Official Language O.M. of even number dated 20.8.1987 that in all Ministries/Departments located in region 'A' at least 25% of the total posts of Stenographers should be manned by the Stenographers trained in Hindi and that in attached and subordinate offices as well as in the offices of corporations, companies, banks etc. owned or controlled by the Central Govt. located in Region 'A' at least 50% of the total posts of Stenographers should be manned by Hindi trained Stenographers. Secretariats of the Ministries/Departments, their attached and subordinate offices, corporations or companies or banks etc. owned or controlled by the Central Government located in Region 'B' should have at least 25% of the total posts of Stenographers manned by trained Hindi Stenographers.

2. The matter as to what should be the ratio of Hindi trained stenographers *vis-a-vis* the total number of stenographers in the Ministries/Departments attached and subordinate offices and in the banks etc. owned or controlled by the Central Govt. located in Region 'C' was under consideration in this Department. Keeping in view the expected quantum of work to be done in Hindi in Region 'C', it has been decided that in the Ministries/Departments/attached and subordinate offices and in the offices of a corporation or a company or bank etc. at least 10% posts of Stenographers should be manned by trained Hindi Stenographers. In offices, where there are less than ten Stenographers at least one post should be manned by a trained Hindi Stenographer. This target should be achieved by 31st March, 1990 by recruiting candidates selected after qualifying stenography test through Hindi medium and by imparting training in Hindi stenography to the stenographers recruited through English medium.

3. This minimum ratio will, for the present, be applicable to the offices of Central Govt. in 'C' region, located in those cities only where the Department of Official Language, Ministry of Home Affairs are running training centres for Hindi Stenography. Names of the cities where these centres are running at present are as follows:—

Full time centres	:	Srinagar, Madras, Hyderabad, Cochin, Coimbatore, Vishakhapatnam, Calcutta, Bhubaneshwar, Guwahati, Bangalore.
Part-time Centres	:	Trivandrum, Gangtok, Shillong, and Imphal.

4. It is further clarified that the ratio prescribed in para 2 above for Hindi Stenographers in various offices is the minimum requirement which must be achieved by 31st March, 1990. If the need of Hindi Stenographers in various offices

is more than the ratio prescribed above they can be taken through direct recruitment. It is also clarified that even after achieving the ratio prescribed above, English Stenographers should continue to be given training in Hindi stenography till such time as all the Stenographers have acquired the skill of Hindi stenography.

5. All the Ministries and Departments are requested to give necessary instructions to their attached and subordinate offices and companies, banks, etc. owned or controlled by the Central Govt. located in cities mentioned in para 3 above in Region 'C' so that the ratio prescribed in para 2 above is achieved in these offices by 31st March, 1990.

**O.M. No. 14012/14/87-O.L. (C), dated 1.2.1988**

**Subject:**— Fixation of proportion of Hindi Typists for the progressive use of Hindi as official language.

In accordance with the suggestions given at the meeting of the Central Official Language Implementation Committee held on 11th Sept., 1987, proportion for the purchase of Devanagari Typewriters in Central Govt. offices with a view to speeding up implementation of Hindi as Official Language has been laid down as follows in this Deptt. O.M. No. 1/14013/12/87-O.L. (A-I) dated 27.11.1987:—

- (a) At least 25% of the total number of typewriters available in the Headquarters of the Ministries/Departments located in region 'A', should be Devanagari Typewriters.
- (b) This proportion should be 50% in the offices other than the Headquarters of the Ministries/Departments located in region 'A'.
- (c) At least 25% of the total number of typewriters in the Ministries/Departments and other offices located in region 'B' should be Devanagari Typewriters.
- (d) At least 10% of the total number of typewriters in the Ministries, Departments and Other offices located in region 'C' should be Devanagari Typewriters.

2. It was also suggested in the said meeting of the Central Official Language Implementation Committee that the proportion of Hindi Typists should also be fixed in Central Govt. offices so that quantum of Hindi work could increase and the typewriters purchased in the offices could be utilised.

3. The aforesaid suggestions of the Central Official Language Implementation Committee have been accepted. Accordingly the proportion of the Typists trained through Hindi medium has been fixed as follows:—

- (a) In the Headquarters of the Ministries and Departments located in region 'A' ..... 25%
- (b) In the rest of the Offices located in region 'A' ..... 50%
- (c) In all the offices located in region 'B' ..... 25%
- (d) In all the offices located in region 'C' ..... 10%

4. It has also been decided that the proportion prescribed above with regard to Hindi Typists should be achieved by 31st March, 1989. This proportion should be achieved by recruiting such candidates as have passed the test through Hindi medium and also by imparting training in Hindi typing to the typists recruited through English medium. Offices which do not have even a single typist knowing Hindi typing should ensure that at least one typist is imparted training in Hindi typing by 31.3.1989.

5. Offices, where the number of Hindi typists is less than the proportion prescribed above, should make special efforts to impart training in Hindi typing to their typists. Typists will continue to be nominated for training in Hindi typing under the existing instructions even after the said target in respect of Hindi typists has been achieved.

6. It is further clarified that the above mentioned proportion of the Hindi typists is the minimum. Typists trained in Hindi, if available can be kept even in greater number than their prescribed proportion.

7. These instructions will also be applicable to the Public Sector Undertakings, Corporations, Nationalised Banks, etc. owned or controlled by the Central Govt. in addition to Ministries/Depts., attached and subordinate offices of the Central Govt.

8. All the Ministries/Depts. are requested to bring these instructions to the notice of their attached and subordinate offices, undertakings, companies, banks, etc. for necessary compliance.

9. This Deptt. may also be informed of the action taken in this regard.

**O.M. No. 1/14013/9/89-O.L. (A-1), dated 9.2.1990**

**Subject:**— Fixation of proportion for purchase of Devanagari typewriters for progressive use of Official Language Hindi.

The following targets regarding purchase of Devanagari typewriters in Central Government Offices were fixed *vide* Department of Official Language, Ministry of Home Affairs O.M.No 1/13011/1/75 -O.L (A-1) dated 22nd November, 1976:

- (a) At least one Hindi typewriter should be purchased in the offices where there are no Hindi typewriters.
- (b) For offices of the Central Government located in region "A" which already have a Devanagari typewriter, at least 50 percent of the total typewriters purchased during a year should be Devanagari typewriters.
- (c) For offices of the Central Government located in region "B" which already have a Hindi typewriter, at least 25 percent of the total typewriters purchased during a year should be Devanagari typewriters.
- (d) For offices of the Central Government located in region "C" which already have a Hindi typewriter, at least 10 percent of the total typewriters purchased during a year should be Hindi typewriters.

2. These targets regarding purchase of Hindi typewriters have been reiterated every year in the Annual Programmes since 1976-77.

3. The figures received regarding the availability of Hindi typewriters reveal that still the number of Devanagari typewriters in many of the Ministries/Departments is much less. It has generally been observed during inspection of attached and subordinate offices that the number of Devanagari typewriters in these offices, too, is quite below the prescribed proportion. This poses difficulty in carrying out official work in Hindi in the proportion prescribed in accordance with the policy of the Government.

4. The issue was taken up for discussion at the meeting of the Central Official Language Implementation Committee held on 27.7.1989 and some recommendations were made in this regard. After considering these recommendations, the following decisions have been taken in partial modification of the directions regarding purchase of Devanagari typewriters as stated in para-1 above:

- (a) Of the total number of typewriters available in the Headquarters of the Ministries/Departments located in region 'A', at least 30% should be Devanagari typewriters.
- (b) This proportion should be 60% in the offices other than Headquarters of the Ministries/Departments located in region 'A'.
- (c) Out of the total number of typewriters available in the Ministries/Departments and other offices located in region 'B', at least 30% should be Devanagari typewriters.
- (d) Out of the total number of typewriters available in the Ministries/Departments and other offices located in region 'C', at least 12% should be Devanagari typewriters.

5. It has also been decided that only Devanagari typewriters should be purchased in such Ministries/Departments/Offices etc. until the proportion of Devanagari typewriters in these Ministries/Departments/Offices etc. coincides with the proportion mentioned in para 4 and no Roman typewriter should be purchased till then. If an existing Roman typewriter becomes useless, only a Devanagari typewriter may be purchased in its place.

6. If, in an office, the need for Devanagari typewriters more than the proportion mentioned in Para 4 is felt, typewriters more than this prescribed proportion may be purchased.

7. It shall be the responsibility of the officer making order for purchase of typewriters to ensure that only Devanagari typewriters are purchased until Devanagari typewriters in the above mentioned proportion become available.

8. These directions shall also apply to the Undertakings/Banks owned or controlled by the Central Government.

9. All Ministries/Departments etc. of the Central Government are requested to bring the above directions to the notice of their attached and subordinate offices and the companies/undertakings/nationalized banks etc. owned or controlled by the Central Government.

10. The purchase of bilingual typewriters should not be included in the calculation of the points mentioned above.

11. Action taken in this regard may be intimated also to this department.

**O.M. No. 14012/19/90- OL (C), dated 19.12.1990**

**Subject:**— Fixation of proportion for the purchase of Devanagari Typewriters for the progressive use of Hindi as official language.

Instructions given in Department of Official Language's Office Memorandum No. I/14013/9/89-OL (A-1) dated the 9th February, 1990 for the purchase of Devanagari typewriters in Central Government Offices have been reviewed and in their partial amendment the following decisions have been taken with effect from 1.4.1991:

- (a) At least 35% of the total number of typewriters available in the Headquarters of the Ministries/Departments located in region 'A' should be Devanagari typewriters.
  - (b) This proportion should be 70% in the offices other than the Headquarters of the Ministries/Departments located in region 'A'.
  - (c) At least 35% of the total number of typewriters in the Ministries/Departments and other offices located in region 'B' should be Devanagari typewriters.
  - (d) At least 15% of the total number of typewriters in the Ministries, Departments and other offices located in region 'C' should be Devanagari typewriters.
2. Other instructions will remain the same as given in O.M.No. I/14013/9/89-OL (A-1) dated the 9th February, 1990.
  3. This Department may also be informed of the action taken in this regard.

**O.M.No: 14012/12/89-OL (C), dated 9.2.1990**

**Subject:**— Fixation of proportion of Hindi Stenographers and Hindi Typist for the year 1990-91.

It was directed by Department of Official Language *vide* O.M. No. 14012/7/87-OL (C) dated 20.8.1987 that at least 25% of the total number of stenographers available in all the Ministries and Departments located in region 'A' should be trained Hindi stenographers. For the attached & subordinate offices of Central Government and corporation or company or bank owned or controlled by Central Government located in region 'A' it was directed to have at least 50% of the total number of posts of stenographers should be trained stenographers in Hindi. For all the offices of Central Government located in region 'B' and the offices like corporation or company or Bank etc., owned or controlled by Central Government target was prescribed that at least 25% the total number of post of stenographers should be appointed trained stenographers in Hindi. For the offices located in region 'C' targets were prescribed *vide* O.M. No. 14012/7/87-OL (C) dated 28.1.1988 that at least 10% of total numbers of post of Hindi stenographers should be Hindi knowing stenographers.

2. The following target regarding fixation of proportion of total number of post of Hindi Typists in offices of Central Government were fixed *vide* Deptt. of OL.'s O.M.No. 14012/14/87-OL(C) dated 1.2.1988.

- (a) In the Headquarters of Ministries and Departments located in region 'A' ..... 25%
- (b) In the rest of the offices located in region 'A' ..... 50%
- (c) In all the offices located in region 'B' ..... 25%
- (d) In all the offices located in region 'C' ..... 10%

3. After considering the recommendations made in the meeting of Central Official Language Implementation Committee held on 27.7.1989, it is decided that proportion of Hindi Stenographer and Hindi Typists for the year 1990-91 should be fixed as follow:

- (a) In the Headquarters of Ministries and Departments located in region 'A' ..... 30%
- (b) In the rest of the offices located in region 'A' ..... 60%
- (c) In all the offices located in region 'B' ..... 30%
- (d) In all the offices located in region 'C' ..... 12%

4. It is also decided in the meeting that in any office proportion prescribed above with regard to achieving Hindi knowing stenographers, this proportion should be achieved till Hindi knowing stenographers are available in fresh recruitment and only such candidate should be appointed who have been selected through the Hindi medium.

5. Above prescribed targets should be achieved by 31.3.1991. In any office where the requirement of trained stenographer is more than the prescribed target, Hindi knowing stenographer may be appointed by direct recruitment. Even after achieving the above prescribed targets imparting of training of Hindi stenography to English stenographer and Hindi typing to English typist will continue respectively.

6. All the Ministries/Departments etc. of the Central Govt. are requested to ensure the compliance of above directions and also in all the attached & subordinate offices including corporation, undertakings, banks etc., owned or controlled by them.

**O.M. No. 14012/14/90-OL (C), dated 28.1.1991**

**Subject:**— Fixation of proportions of Hindi Stenographers/Typists and Devanagari Typewriters for the progressive use of Hindi as official language.

In supersession of Department of Official Language's Office Memorandum No. 14012/19/90-OL(C) dated 19.12.1990, the proportions of Stenographers/Typists and Devanagari Typewriters in the Central Government Offices have been reviewed and it has been decided that their proportions may be fixed in the following manner with effect from 1.4.1991:

(a) In the Headquarters of the Ministries and Departments located in region 'A' .....	35%
(b) In the rest of the offices located in region 'A' .....	70%
(c) In all the offices located in region 'B' .....	35%
(d) In all the offices located in region 'C' .....	15%

2. In case of stenographers/typists, other instructions will remain the same as given in this Department's Office Memorandum No. 14012/12/89-OL(C) dated the 9th February, 1990. For Devanagari Typewriters, other instructions will remain the same as given in this Department's Office Memorandum No. I/14013/9/89-OL (A-1) dated the 9th February, 1990.

3. All the Ministries/Departments are requested to bring these instructions to the notice of their attached and subordinate offices, undertakings, companies, nationalised banks, etc. for necessary compliance.

4. This Department may also be informed of the action taken in this regard.

**O.M. No. 14012/6/92-OL (C), dated 12.2.1992**

**Subject:**— Fixation of proportions of Hindi Stenographers/Typists and Devanagari Typewriters for the progressive use of Hindi as official language.

Instructions given in Department of Official Language's Office Memorandum No. 14012/19/90-OL(C) dated 28.1.1991 on the proportions of Stenographers/Typists and Devanagari Typewriters in the Central Government Offices have been reviewed and it has been decided that their proportions may be fixed in the following manner with effect from 1.4.92:

(a) In the Headquarters of the Ministries and Departments located in region 'A' .....	45%
(b) In the rest of the offices located in region 'A' .....	75%
(c) In all the offices located in region 'B' .....	45%
(d) In all the offices located in region 'C' .....	18%

2. In case of stenographers/typists, other instructions will remain the same as given in this Department's Office Memorandum No. 14012/12/89-OL(C) dated the 9th February, 1990. For Devanagari Typewriters, other instructions will remain the same as given in this Department's Office Memorandum No. I/14013/9/89-OL(A-1) dated the 9th February, 1990.

3. All the Ministries/Departments are requested to bring these instructions to the notice of their attached and subordinate offices, undertakings, companies, nationalised banks, etc. for necessary compliance.

4. This Department may also be informed of the action taken in this regard.

**O.M. No. 14012/1/93-OL(C), dated 22.1.1993**

**Subject:**— Fixation of proportions of Hindi Stenographers/Typists and Devanagari Typewriters for the progressive use of Hindi as official language.

Instructions given in Department of Official Language's Office Memorandum No. 14012/6/92-OL (C) dated 14.2.1992 on the proportions of Stenographers/Typists and Devanagari Typewriters in the Central Government Offices have been

reviewed and it has been decided that their proportions may be fixed in the following manner with effect from 1.4.1993:—

(a) In the Headquarters of the Ministries and Departments located in region 'A' .....	70%
(b) In the rest of the offices located in region 'A' .....	80%
(c) In all the offices located in region 'B' .....	55%
(d) In all the offices located in region 'C' .....	21%

2. In case of stenographers/typists, other instructions will remain the same as given in this Department's Office Memorandum No. 14012/12/89-OL (C), dated the 9th February, 1990. For Devanagari Typewriters, other instructions will remain the same as given in this Department Office Memorandum No I/14013/9/89-OL (A-1) dated the 9th February, 1990.

3. To achieve the above prescribed proportions, instructions contained in this Department's O.M. No. 14012/6/92-OL(C) dated the 24th June, 1992, may also kindly be kept in view.

4. All the Ministries/Departments are requested to bring these instructions to the notice of their attached & subordinate offices, undertakings, companies, nationalised banks, etc. for necessary compliance.

5. This Department may also be informed of the action taken in this regard.

**O.M. No. 14012/6/92-OL (C), dated 19.6.1992**

For the progressive use of Hindi as official language the proportions of Hindi Stenographers, Typists and Devanagari Typewriters are fixed every year by the Department of Official Language and all Ministries/Departments/Offices etc. are requested to take action as per targets conveyed to them through an Office Memorandum. In this connection O.M. No. 14012/6/92-OL (C) dated 12.2.1992 has been issued by the Department of Official Language in which proportions have been prescribed in the following manner:—

(a) In the Headquarters of the Ministries and Departments located in region 'A' .....	45%
(b) In the rest of the offices located in region 'A' .....	75%
(c) In all offices located in region 'B' .....	45%
(d) In all offices located in region 'C'.....	18%

2. In regard to other instructions about the proportions of Hindi Stenographers/Typists, it has been mentioned that those would remain the same as given in the Department of Official Language's Office Memorandum No. 14012/12/89-OL(C) dated 9.2.1990. It has been said therein that only candidates selected through the medium of Hindi Stenography should be appointed to the posts of Stenographer in future, if they are available, until the number of Hindi Stenographers is equal to the ratio prescribed. If the need of trained Hindi Stenographers in an Office is higher than the ratio prescribed, they can be recruited through direct recruitment. Even after the achievement of the ratios prescribed, English Stenographers and English Typists will continue to be trained in Hindi Stenography and Hindi Typewriting respectively.

3. However, it has been observed that different voluntary organisations have invited attention of this Department from time to time to non-compliance of the above instructions of the Department of Official Language by the Ministries/Departments and Offices of Government of India and to recruitment of English Stenographers and Typists continuously by them. Hence all the Ministries/Departments/Offices etc. are requested that Hindi Stenographers/Typists should be recruited as per the targets laid down by the Department of Official Language and until percentage of Hindi Stenographers/Typists is achieved, in no case English Stenographers/Typists be recruited. If need of English Stenographers/Typists is felt, the Hindi Stenographers/Typists may be trained in English Stenography/Typewriting as per this Department's O.M. No. E-11013/15/73-OL(C) dated 23rd March, 1976. But it is necessary to ensure that the prescribed percentages of the Hindi Stenographers/Typists are achieved and it should be taken care of at the time of new recruitment too. Action should please be taken against the officers who violate these orders, as laid down in this Department's O.M. No. 12019/3/89-OL(Int.) dated 22.8.1989.

4. This Department may also please be informed of the action taken in this regard.

**O.M. No. 14012/2/94-OL (C), dated 15.4.1994**

**Subject:—**Refixation of proportion of Devanagari typewriters/Hindi typists/Hindi stenographers and consolidation of orders issued so far in this regard.

For ensuring compliance of the Official Languages Act, 1963 and the provisions of the Official Languages (Use for official purposes of the Union) Rules, 1976, it is necessary that Devanagari typewriters/Hindi typists/Hindi stenographers

should be available in adequate number in every office of the Central Government. The Department of Official language has from time to time made this clear vide various orders issued this regard as to what should be the proportion of Devanagari typewriters/Hindi typists/Hindi stenographers in every office of the Central Government. This order is being issued by consolidating all the orders\* issued so far on this subject. The Devanagari typewriters/Hindi typists/Hindi stenographers in the following minimum proportions should be available in all the offices of Government of India with effect from 1.4.1994:—

1. O.M.No. 11013/15/73-OL(C) dated 23.3.1976.
2. O.M.No. I/13011/1/75-OL(A-1) dated 22.11.1976.
3. O.M.No. 14012/7/87-OL(C) dated 20.8.1987.
4. O.M.No. I/14013/12/87-OL(A-1) dated 27.11.1987.
5. O.M.No. 14012/14/87-OL(C) dated 1.2.1988.
6. O.M.No. 14012/7/87-OL(C) dated 28.2.1988.
7. O.M.No. 14012/7/87-OL(C) dated 23.3.1988.
8. O.M.No. 12012/3/87-OL(I) dated 22.8.1989.
9. O.M.No. I/14013/9/89-OL(A-1) dated 9.2.1990.
10. O.M.No. 14012/12/89-OL(C) dated 9.2.1990.
11. O.M.No. 14012/19/90-OL(C) dated 19.12.1990.
12. O.M.No. 14012/19/90-OL(C) dated 28.1.1991.
13. O.M.No. 14012/6/92-OL(C) dated 14.2.1992.
14. O.M.No. 14012/6/92-OL(C) dated 24.6.1992.
15. O.M.No. 14012/1/93-OL(C) dated 22.1.1993.
  - (a) All the offices of the Central Government located in "A" region — 90%
  - (b) All the offices of the Central Government located in "B" region — 66.2/3%
  - (c) All the office©s of the Central Government located in "C" region — 25%

2. The following instructions should be kept in view for achieving these proportions:—

- (a) At least one typewriter may be purchased in those offices of Government of India where not even a single Devanagari typewriter is available.
- (b) Until the above mentioned proportions are fully achieved in any office of the Central Government, only Devanagari typewriters should be purchased and only Hindi stenographers and Hindi typists should be appointed.
- (c) The officer ordering the purchase of typewriters will be responsible to ensure that only Devanagari typewriters are purchased till the prescribed targets are achieved. Similarly, the officer signing the requisition for filling up the posts of Hindi typists/Hindi stenographers will be responsible to ensure that, unless Hindi typists/Hindi stenographers in the aforesaid proportion become available, the requisitions are sent for filling up these posts only from Hindi typists/Hindi stenographers.
- (d) Bilingual (Hindi-English) electronic typewriters will not be deemed to be included in the total number of typewriters.
- (e) In case, an office feels the need for purchasing Devanagari typewriters more than the prescribed limit, it may purchase them even in excess of the said proportion as per its requirements. Similarly, in case an office finds it necessary to have Hindi typists/Hindi stenographers more than the minimum prescribed limits mentioned above, it may do so.

- (f) The training in Hindi stenography/Hindi typing to the English stenographers/English typists and training in English stenography/English typing to the Hindi stenographers/Hindi typists, as per the requirements of work, will continue as before.

3. Office of the Central Government means (1) any Ministry/Department of Central Government (2) any Commission appointed by Central Government or (3) any Corporation or any office of Company owned or controlled by Central Government. Hindi typist means Lower Division Clerk working in the offices of Central Government or the posts known by various designations having equivalent pay scales. Similarly, Hindi stenographers means the stenographer known by various grades and different designations and who knows Hindi stenography.

4. All the Ministries/Departments of Central Government are requested to ensure compliance of these instructions and request all their attached and subordinate offices, corporations, undertakings, banks etc. to ensure compliance thereof.

5. The Department of Official Language may also be apprised of the action taken in this regard.

**O.M. No. 14012/3/97-O.L. (P&U), dated 22.4.1997**

**Subject:**— Re-fixation of proportions of Devanagari Typewriters/Hindi typists/Hindi stenographers.

Instructions given in Department of Official Language's Office Memorandum No. 14012/6/92-OL(C), dated 15th April, 1994 on the proportions of Devanagari Typewriters/Hindi typists/Hindi Stenographers in the Central Government offices have been reviewed and it has been decided that their proportions may be fixed in the following manner with effect from 01.04.1997:—

(a) All the offices of the Central Government located in "A" region	—	90%
(b) All the offices of the Central Government located in "B" region	—	66.2/3%
(c) All the offices of the Central Government located in "C" region	—	30%

2. To achieve the prescribed proportions, instructions contained in the Department's O.M. 14012/2/94-OL(C) dated 15.4.1994 may also kindly be kept in view.

3. All the Ministries/Depts. of Central Govt. are requested to ensure compliance of these instructions and request all their attached and sub-ordinate offices, companies, undertakings, banks etc., for necessary compliance.

4. The Department of Official Language may also be apprised of the action taken in this regard.

**O.M. No. 17/5/88-OL(S), dated 6.4.1988**

**Subject:**— Minutes of the 21st Meeting of the Central Hindi Committee under the Chairmanship of the Prime Minister held on December 2nd, 1987—Action on item No. 5.5. (2).

In this connection, I am directed to say that in the twenty first meeting of the Central Hindi Committee held on December 2nd, 1987 under the chairmanship of the Prime Minister considered the issue of the facilities available for promotion to Hindi Officers/employees. In this regard extracts from the minutes of the meeting are reproduced below for ready reference:—

"Shri V. Radhakrishnamurthy referred to inadequate promotion avenues available to Hindi Officers/employees vis-a-vis. other officers/employees. In this connection, he quoted the instance of the Ministry of Railways where Hindi officer had much less promotion avenues available to him as compared to other officers. Dr. Saragu Krishnamurthy also referred to the inadequate opportunities of promotion for Hindi officers in different Departments and that this state of affairs had a demoralising effect on their functioning. The Secretary, Department of Official Language stated that Central Secretariat Official Language Service had been formed for Hindi posts in all the Ministries/Departments excepting a few Ministries/Departments which opted out of the said service. There were adequate avenues of promotion for officials in the service and promotion had also been given accordingly. The members suggested that adequate promotion avenues should be made available for Hindi Officers/employees working in the Departments which had not been included in the said service and also for those working in the subordinate offices of all the Departments, so that they could take proper interest in the work pertaining to implementation of the Official Language Policy of the Government."

2. Barring few Ministries/Departments, the Hindi posts in all the other Ministries/Depts. of the Govt. of India and their attached offices are included in the Central Secretariat Official Language Service. Hindi posts included in the Service are classified in the categories of Directors, Deputy Directors, Assistant Directors, Senior Translators and junior Translators.

Since adequate number of posts are available in each category/stage, adequate opportunity for promotion exists for the personnel borne on the cadre strength of the Service. It has been brought to the notice of Department of Official Language that it is not the case with regard to the official staff in the subordinate offices who are connected with the work of Hindi. It is not practical for operational reasons to constitute another Service for the Hindi posts of the subordinate offices on the lines of the Central Secretariat Official Language Service, as there subordinate offices are located in various States in far-flung places. Constitution of such a cadre is thus not administratively feasible.

3. Ministry of Finance etc. are requested to examine the issue regarding promotional avenues for the employees manning the Hindi posts under their respective subordinate offices. In case these avenues are considered inadequate, effort should be made to increase them so that the persons holding these posts can perform the work of the implementation of Official Language policy with all interest and devotion. Such Ministries/Departments/attached offices which are not included in the Central Secretariat Official Language Service should also examine this issue with regard to officers/employees manning Hindi posts under them.

4. Ministry of Finance etc. are requested to take necessary action upon the suggestions made in para 3 above and intimate to the Department of Official Language about the action taken in the matter.

**O.M. No. 9/5/90-OL (S), dated 13.11.1990**

The Committee of Parliament on Official Language in the first volume of its Report, has recommended that the various Ministries/Departments/undertaking should form in their subordinate offices separate cadres of officers/employees to fulfill the requirements of translation work for compliance of the Official language Policy.

2. This recommendation has been accepted with the modification that cadres may be formed wherever it is feasible. Where it is not feasible other arrangements may be made to provide avenues for the promotion to the staff.

3. This recommendation of the Committee of Parliament on Official Language has already been circulated as item No. 11 of the resolution under notification No. 1/20012/1/87-O.L. (A-2) dated 30th December, 1988 of the Department of Official Language. All the Ministries/Departments, attached & subordinate offices and undertakings controlled by them were also required to take necessary action on the orders issued with the resolution.

4. The attention of all the Ministries & Departments is drawn towards the Department of Official Language's Office Memorandum No. 1/20012/1/87-O.L. (A-2) dated 30th December, 1988 wherein it was informed that like the Central Secretariat Official Language Service creation of such a service for Hindi posts of subordinate offices is not possible due to operational reasons as subordinate offices are sparsely located in every state of India and formation of such cadre is not possible from administrative point of view. All the Ministries/Departments were requested vide this very Office Memorandum that they should review the promotion avenues of Officers/Employees engaged in Hindi work in their respective subordinate offices & in case these avenues are insufficient, measures should be taken to increase them. [As far as Ministries/Departments and their attached offices are concerned, most of them are included in Central Secretariat Official Language Service Cadre except a few].

5. All the Ministries/Departments are requested to consider, creating in their subordinate offices & undertakings, controlled by them, separate cadres for officers/employees engaged in translation work for implementing the Official Language Policy, this cadre may be formed wherever feasible. Where it is not feasible to form a cadre, the avenues for promotions of staff be may examined & if these avenues are found insufficient, measures may be taken to increase them.

The Action taken in the matter may also be intimated to the Department of Official Language. Meanwhile please acknowledge the receipt of this letter.

**O.M. No. 9/5/90-O.L. (S), dated 25.4.1991**

**Subject:**— To make efforts/take steps to make available the opportunities of promotion to the employees/officers working on Hindi posts in the subordinate offices/undertakings under various Ministries/Depts. of Govt. of India.

I am directed to say on the above subject that vide Office Memorandum of even No. dated 13.11.90 (copy enclosed) of the Department, instructions were issued to all the Ministries/Depts. for considering formation of respective cadres for the employees/officers working on the posts relating to Hindi in their subordinate offices/undertakings etc. and wherever it is possible, the cadre may be formed and where it is not possible to form a cadre and there are inadequate avenues for the promotion of the staff, the opportunities for the promotion of the staff may be examined and if found insufficient, steps may be taken to increase these opportunities. It was also requested to the Departments to report about action taken in this regard.

2. A period of more than 5 months has elapsed since the above instructions were issued, but the Ministries/Depts. have not yet informed this department about an action taken in this regard. Thus, this department is unaware as to what efforts have been made for the promotion of the Officers/employees working on the Hindi posts.

3. Ministries of finance etc. are, therefore, again requested to immediately inform this Department about the action taken or being taken in this regard. The Ministries/Departments who have not yet initiated any action, may also move this direction at the earliest and inform this Department accordingly.

**D.O. Letter No. 9/2/97-O.L. (S), dated 15.4.1997**

I wish to draw your kind attention towards the problem relating to the services of the Hindi Officers/Employees working in the subordinate offices of your Ministry/Department. As these Language personnel do not have a cadre, the opportunities for their promotion are relatively less than those for the other Officers/Employees. This has an adverse effect on their morale. As you may be aware, this department organizes Regional Conferences every year in various parts of India in order to propagate and spread the Official language Hindi. Hindi Officers/Employees working in the subordinate offices take part in these conferences and raise the issue of the problems relating to their services. Their main demand has been that proper opportunities of promotion should be made available to them. This department feels that due to the lack of promotion-opportunities, these officers are showing apathy towards their work. Thus, the implementation of the Official Language Policy is not being carried out smoothly.

2. This matter had been considered during the meeting of the Kendriya Hindi Samiti held on 2nd Dec. 1987 under the chairmanship of the Prime Minister and it had been decided that in order to make adequate avenues for promotion of Officers/Employees working in the subordinate offices of various Ministries/Departments, separate cadres may be formed for each Ministry/Deptt. The Committee of Parliament on Official Language has also emphasized this in recommendations made in the first Volume of its report. Thus, instructions had been issued to all Ministries/Departments in writing vide this Department's Office Memoranda dt. 6th April, 1988, 13th Nov, 1990 and 25th April 1991 to form their respective cadres in this manner. Sh. Girdhari Lal Bhargawa, M.P. has also, inter-alia, drawn attention towards this matter in his letter dt. 1st Dec, 1996, addressed to the Prime Minister.

3. This matter had also been considered during the 26th meeting of the Central Official Language Implementation committee held on 30th January, 1997. In the meeting, the decision had been taken as follows:—

"All the Ministries/Deptts. may immediately initiate forming their respective cadres of the posts relating to the Official Language in their Subordinate Deptts./Offices/Organisations and Corporations. In this exercise, not only the requirements and the nature of work relating to the Official Language should be kept in view, but it should be seen that opportunities for promotion on the posts of the cadre are also available".

4. You are, therefore, requested to take immediate action on the above decision of the Central Hindi Implementation Committee and intimate this Department about the action taken in this regard.

**O.M. No. 9/2/97-O.L. (S), dated 23.3.1999**

**Subject:**— The opportunities for promotion to the officers/employees working on Hindi posts in the subordinate offices/undertakings under the control of various Ministries/Deptts. of Govt. of India-steps/measures regarding.

I am directed to say on the above mentioned subject, that instructions had been issued vide this Department's O.M. dt. 13th Nov., 1990 and 25th Apr. 1991 and D.O. letter of 15th April, 1997, that all the Ministries/Deptts. should consider forming separate cadre for the Officers/Employees working on Hindi posts in subordinate offices/undertakings etc. and wherever the formation of cadre is possible, it may be formed and where there are less opportunities for the promotion of staff and it is not possible to form a cadre, the promotion avenues of the staff may be examined and if found inadequate; steps may be taken to increase such avenues. It was requested to inform this office about action taken in this regard.

2. Despite the above orders, Ministries/Deptts. have not yet informed this Department about any action actually taken in this regard. Thus, this department is unaware as to what efforts have been made for the promotion of the Officers/Employees working on the Hindi posts.

3. Ministry of Finance etc. are therefore, again requested to immediately inform this Department about the action taken or being taken in this regard. The Ministries/Deptts. which have not yet initiated any action in this regard, may also do so at the earliest and inform this Department accordingly.

**O.M. No. 13035/2/96-O.L. (Policy & Coord.), dated 12.6.1996**

**Subject:**— Minimum qualification regarding language for Translators.

In order to comply with the constitutional provisions regarding Official Language Hindi, Official Languages Act, 1963, Official Language Rules, 1976 and orders issued thereunder from time to time, Hindi posts of various categories have

been created in the Ministries/Departments of Central Government, their attached and subordinate offices, nationalised banks and Public Sector Undertakings. One of the posts is that of a Translator. It is compulsory for a Translator to possess knowledge of Hindi and English at least at Graduation level, so that he can discharge his duties efficiently. In consultation with the Department of Official Language, the Department of Personnel and Training has already issued model recruitment rules for Translators and Hindi Officers. Even in these rules the minimum qualification prescribed for translators is not less than Graduation.

2. It has been brought to the notice of the Department of Official Language that in some of the Central Government Offices/Undertakings, persons having qualifications lower than that of Graduation level have been appointed as Translator(s). This is improper. Therefore, all the Ministries/Departments of Central Government are requested to ensure that the Translators to be appointed in their attached/subordinate offices, nationalised banks, undertakings etc. possess knowledge of Hindi and English languages at least at Graduation level. While formulating Recruitment Rules for Hindi posts, the Model Recruitment Rules issued by the Department of Personnel and Training in this regard may please be adhered to.

**O.M. No. 9/2/97-OL (S), dated 14.8.1997**

**Subject:**—Forming cadre for the post relating to the Official Language in the Departments/Offices/Organizations and Corporations—regarding.

Kindly refer to the D.O. Letter of even No. dt. 23rd Apr. 1997 addressed by the Secretary (O L) to the Secretaries of all the Ministries/Departments, wherein it had been requested that the work of forming cadre of the posts relating to the Official Language in the Subordinate Deptts./Offices/Organisations and Corporations under their Ministries/Deptts. may be initiated soon.

2. It is necessary to form separate cadres for various Ministries/Deptts. so that adequate avenues for promotion are made for the Officers/Employees working in the subordinate offices.

3. It is, therefore, again requested that the formation of cadre may be initiated without any further delay and this Department may be informed about the action taken in this regard.

**O.M. No. 9/5/99-OL (S), dated 28.9.1999**

**Subject:**—Forming cadre for the posts relating to Official Language in the Subordinate Offices of the Ministries/Deptts.

I am directed to say, on the above mentioned subject that vide this Department's O.M. dt. 13.11.1990, 25.04.1991 and 23.03.1999 and D.O. letter dated 23.04.1997 instructions had been issued that appropriate measures may be taken to form separate cadre and increase the promotion avenues for the Officers/Employees working on the Hindi posts in the subordinate offices and corporations etc. In this regard replies from some Ministries/Departments have been received, wherein it has been informed that action is being taken in this regard but replies from some Min./Deptts. are still awaited.

2. Despite the above instructions, Min./Deptts. have not informed this Department about the action taken in this regard and as such this Department is unaware of the efforts made by them.

3. Thus, Ministry of Finance etc. are again requested to immediately inform this Department about the action taken in this regard.

**O.M. No. 13035/1/99-OL (Policy & Coord.), dated 8.2.2000**

**Subject:**—Creation and filling up of minimum number of Hindi posts for implementation of Official Language Policy of the Union Government-Clarification regarding.

The Ministry of Agriculture etc., may please refer to the Department of Expenditure O.M. No. 7(3)/E/(Co-ord.)/99 dated 05.08.99 regarding guidelines on expenditure management, fiscal prudence and austerity. Clarifications regarding the creation and filling up of Hindi Posts and matching savings etc. have been sought from the Department of Official Language since the issuance of these directives. In this regard, the following directives are being issued regarding creation, filling up etc. of Hindi posts with the approval of the Department of Expenditure:—

- (1) The required minimum number of posts can be created by the Ministries/Departments themselves for the implementation of the Official Language Policy of the Government, subject to powers delegated to them. However, these powers can only be exercised in consultation with the financial advisor and according to the criterion set in the Department of Expenditure O.M. No. 10(4)/85/E(Co-ord.) dated 08.06.1988.

- (2) Hindi posts lying vacant for more than one year shall be treated as abolished. However, the same be revived/ re-created by the Ministries/Departments under the powers delegated to them, provided the terms and conditions specified in para (1) above are complied with.
- (3) Such vacant posts may be filled up after the necessity of (continuance) existence thereof is reviewed by the Ministries/Departments concerned.
- (4) The spirit behind the guidelines regarding austerity issued by the Ministry of Finance (Department of Expenditure) may be observed in all cases relating to creation of Hindi posts/reinstatement of vacant posts, filling up of vacant posts.

(II) This issues with the approval of Secretary, Expenditure and Secretary (Official Language).

**No. 7/97/98-OL (S), dated 23.2. 2000**

**Subject:**— Forwarding of applications of the personnel belonging to Central Secretariat Official Language Service for ex-cadre posts—instructions regarding.

The undersigned is directed to say that applications of the personnel belonging to Central Secretariat Official Language Service for ex-cadre posts are at present being forwarded by the Department of Official Language, the cadre controlling authority. At times it becomes difficult to forward applications by due date after ascertaining eligibility of the candidates.

2. This matter has since been reconsidered and with a view to expedite matters and tone up administration it has been decided that the cadre units of the Central Secretariat Official Language Service *viz* Ministries/Departments and the attached offices themselves shall, henceforth forward applications of the personnel belonging to Central Secretariat Official Language Service for ex-cadre post to concerned Departments/Ministries/Offices after ascertaining eligibility etc. Thereafter a copy of the application may be forwarded to this Department for cadre clearance.

This issues with the approval of Secretary (Official Language).

**O.M. No. 15/4/2005-O.L. (S), dated 22.2.2005**

**Subject:**— Minimum Hindi Posts in Ministries/Departments/Offices.

All Ministries/Department's attention is invited towards Department of Personnel & Training O.M. No. 2/8/2001-PIC, Dt. 16.05.2001 under which each Department will chalk out a Annual Direct Recruitment Scheme which will be approved by Screening Committee. There is provision to constitute a Screening Committee in each Ministry/Department vide DOPT's above cited Office Memorandum. Accordingly, a Screening Committee is constituted in this Department also. In the meeting of Screening Committee held on 27.1.2005 following decision was taken:

"So far as minimum Hindi Posts are concerned respective Ministries/Departments/Offices may consider these posts in their respective Screening Committee meetings. These minimum posts are of utmost necessity for the implementation of Official Language policy of the Union, hence these should be saved from cut, as far as possible."

All Ministries/Departments are requested to consider filling up of minimum Hindi posts in their respective Screening Committee meetings and these posts should be saved from cut enforced vide DOPT's above Office Memorandum, as far as possible, since these posts have been created to meet out constitutional requirements for implementation of Official Language policy of the Union. This procedure should also be followed by Ministries/Departments for their attached/ subordinate offices including undertakings, banks and institutions.

**O.M. No. 15/6/2005-OL (S), dated 07.04.2005**

**Subject:**— Provision of Rajbhasha Cadre in subordinate/attached offices/undertakings/establishments for promotion.

The Committee of Parliament on Official Language in 6th part of its report recommended the following:—

"Recommendation No. 11.10.14: Official Language Cadre has been formed at the level of Ministries of the Central Govt. as a result of which a Junior Hindi Translator may reach upto the post of Director (O.L.), but there is no provision of Official Language Cadre in the Subordinate/Attached/Undertakings/Institutes/Offices of the Govt. of India. As a result, the Officers/Employees working in the Official Language Section are deprived of the departmental promotion because they are doing the work of Official Language Hindi. Therefore, in the above offices, the promotion should be made on the basis of Official Language Cadre or they may be promoted on the basis of seniority in their Department. Formation of a separate cadre of Official Language Service in the Undertakings/ Institutes/Subordinate/Attached offices falling under one Ministry should be considered."

2. This recommendation of the Committee has been accepted vide Resolution No. 12021/02/2003-II O.L. (Service), Dt. 17.09.2004 of this Department. Following orders have also been issued in this regard earlier.

1. O.M. No. 17/5/88-O.L. (Service), Dt. 6.4.1988
2. O.M. No. 9/5/90-O.L. (Service), Dt. 13.11.1990 and 25.4.1991
3. O.M. No. 9/2/97-O.L. (Service), Dt. 14.8.1997 and 23.3.1999
4. O.M. No. 9/5/99-O.L. (Service), Dt. 28.9.1999

All Ministries/Departments were requested to take necessary action along with their attached/subordinate offices and undertakings under their control.

3. All Ministries/Departments are again requested to take necessary action regarding constitution of Cadre for Hindi Officers/Employees working in their subordinate offices/undertakings and organizations etc. so that they may be provided sufficient avenues of promotion.

4. Action taken in this regard may also be intimated to the Department of Official Language.

## CHAPTER-11

### PURCHASE OF GOVT. PUBLICATIONS, HINDI MAGAZINES & HINDI BOOKS

**O.M. No. 20034/6/90-O.L. (Patrika), dated 5.3.1990**

**Subject:**— Purchase of Hindi Books in the libraries of Central Government Offices.

The undersigned is directed to invite attention to the Department of Official Language O.M. No. 11020/21/73-O.L. dated 19.6.1974 on above mentioned subject where-under instructions were issued to spend at least 25% of the library grant for purchase of Hindi Books for libraries in the Ministries/Deptts. Attached and Subordinate Offices of the Central Government/Banks, Undertakings etc. and to raise the limit to 50% if suitable books in Hindi on various subjects were available in the market. It was also suggested that the Hindi Officers might be co-opted as Member-Secretary to the Selection/Purchase Committee of the Libraries.

2. List of Scientific, Technical and Literary Books published in Hindi have been issued by the Department of Official Language from time to time for the purpose of purchase of Hindi books in libraries of the Central Government Offices. The guidelines for the purchase of books have also been issued by this Department *vide* O.M. No. 20034/6/85-Patrika unit dated 4th May, 1998.

3. This has been brought to the notice of the Department of Official Language that some of the offices have purchased sub-standard books in the name of belles letters as are not desired to be purchased for any library. The library grant is required to be utilized for purchase of only standard type of books. The Department has taken this matter very seriously and it has been decided that, so far as the question of purchase of belles letters is concerned, lists of books will be supplied by the Department of Official Language from time to time to the Ministries/Departments/Offices etc. for purchase of standard books and that the purchase of belles letters should be restricted to those lists only. Department of Official Language have constituted a Committee for this purpose, consisting of members from various departments, institutions connected with books and the literary persons. The list of books selected by the said committee will be made available to all the Ministries/Departments etc. as early as possible.

4. The Department of Official Language *vide* their O.M. dated 4th May, 1988 have given the instructions to purchase following types of books:—

- (1) Reference books for doing work in Hindi such as dictionaries, glossaries and Hindi books etc. relating to the subject concerning with the work of the department/office.
- (2) Books written on interesting subjects in simple language, simple and popular newspapers, magazines, journals etc.; so as to inspire an interest in the employees to read and write Hindi and to enable them to perform their official work in simple Hindi without any hesitation.
- (3) Books, magazines, journals etc. written in simple and interesting language, so that by reading them the employees, having working knowledge of Hindi, could maintain their knowledge and may not become out of touch with the passage of time.
- (4) In the Ministries/Departments where books in Hindi on scientific and technical subjects are not available in sufficient number, glossaries, Karyalaya Sahayika, reference books should be purchased to achieve the prescribed target.
- (5) The books awarded and published under the scheme for writing original books in Hindi, being run by various Ministries/Departments.

5. Ministries/Departments etc. are requested to purchase the books as per the above. (1), (4) and (5). But for the purchase of literature under (2) and (3), the lists of books will be made available by the Book Selection Committee. Meanwhile, till the lists of books are prepared by the Book Selection Committee, Ministries/Departments etc. are requested to restrict their purchase of literary books to the books of the following writers:—

- (A) Translated works of Kalidas, Bhavbhuti and Banbhatt in Hindi.

- (B) Translated books of Ravindera Nath Thakur, Sachidanand Raut Ray, Tara Shankar Bandyopadhyay, Bankim Chandra Chattopadhyay, Camil-Bulke, Pannalal Patel, Takshi Shivshankar Pillai, Maasti Venkatesh Ayangar, Kanhayalal, Maniklal Munshi, Vimal Mitra, Sharad Chandra Chatopadhyay, Dr. Suniti Kumar Chatterjee, Shri Radha Kumud Mukherjee, S.K. Pottekaat, Virendra Kumar Bhattacharya, K. Shiv Ram Kaarant, Asha Purna Devi, Gopinath Mahanti, D.R. Bendre, Vishnu Dey, Krishna Chander, Amrita Pritam, Vishvanath Satyanarayana, Raghupati Sahai, Firaaque Gorakhpuri, K.V. Puttaapa, Umashankar Joshi, G. Shankar Kurup, R.K. Narayan, V.V. Shirwadkar "Kusumagraj", Gulaab Das Broker in Hindi.
- (C) Kabeer, Surdas, Goswami Tulsidas, Malik Mohammad Jayasi, Rahim, Raskhan, Bhartendu `Harischandra', Balkrishna Bhatt, Balkrishna Sharma 'Naveen', Munshi Premchand, Jai Shankar Prasad, Subhadra Kumari Chauhan, Acharya Ramchandra Shukla, Maithilisharan Gupta, Acharya Hajari Prasad Dwivedi, Suryakant Tripathy "Niraala", Sumitra Nandan Pant, Mahadevi Verma, Ramdhari Singh "Dinkar", Sachidanand Hiranand Vaatsayayan 'Ageay', Jainendra Kumar, Bhagwati Charan Verma, Mohan Rakesh, Amrit Lal Nagar, Raangey Raghav, Acharya Chatursen, Acharya Nand Dulare Vajpayee, Sohan Lal Dwivedi, Dr. Lakshmi Narayan Mishra, Govind Vallabh Pant, Nagarjuna, Dr. Shankar Shesh, Ila Chandra Joshi, Gajanan Madhav Muktibodh, Phanishwar Nath 'Renu', Vrindavan Lal Verma, Viyogi Hari, Seth Govind Dass, Yashpal.

6. All the Ministries/Departments etc. are requested to comply with the above instructions and bring them to the notice of all their Attached/Subordinate Offices and Companies/Undertaking/Nationalised Banks owned or controlled by the Central Govt. and instruct them to ensure strict compliance of the same. A copy of instructions issued in this regard may be sent to this Department for information.

**O.M. No. 20034/53/92-O.L. (R&A), dated 17.7.1992**

**Subject:**— Publication of the Govt. Publications etc. in bilingual form.

The Committee of Parliament on Official Language constituted in pursuance of section-4 of the official Languages Act, 1963, have made the following recommendation in their Report (Volume-IV) on the above subject.

**"The Ministries/Departments/Organisations etc. of the Govt. of India should not bring out publications in English alone but only in bilingual form. The number of printed Hindi publications should not be in any way less than the English ones and in the bilingual publications the number of pages for Hindi should not be less than that of English and new original publications may be brought out in Hindi.**

2. As per the Resolution No. 12019/10/91-O.L. (Int.) dt. 28.1.1992, issued by the Department of Official Language, the recommendation of the committee has been accepted.

3. In this regard it is mentioned that according to the provision of Rule-11 of the Official Language. Rules, 1976, all procedural literature is required to be printed, cyclostyled and published as the case may be, both in Hindi and English in diglot form. Besides, under the provision of section 3(3) of the Official Languages Act, 1963 (as amended in 1967), all administrative and other reports should be brought out positively in both Hindi and English.

4. In this context, it may kindly be ensured that the decision taken on the recommendation of the Committee of Parliament on Official Language, is fully complied with and required check points be devised, so that publications mentioned under section 3(3) of the O.L. Act, are published in diglot form only and any other publication is neither published in English alone, nor the number of copies of the Hindi version is less than that of English one. These orders may kindly be endorsed to all the attached/subordinate offices, undertakings, corporations and commissions etc. for compliance and this Department may also be apprised of the action taken in the regard.

**O.M. No. 20034/53/92-O.L. (R&A), dated 17.7.1992**

**Subject:**— Arrangement for help reference Literature, glossaries and dictionaries etc. in the Central Govt. Office.

The Committee of Parliament on Official Language, constituted in pursuance of section-4 of the Official Languages Act, 1963, have recommended in its Report (Volume-IV), [Resolution on the report has been issued on 28.1.1992 *vide* No. 12019/10/91-O.L. (Int.)] that in order to create a conducive atmosphere for working in Hindi and to facilitate original work in Hindi, books such as English-Hindi and Hindi-English dictionaries, help and reference Literature, technical glossaries, technical literature, fine arts literature and other relevant literature available in the market on various subjects should be widely publicized and distributed free of cost. Besides, fifty per cent of the total grant, earmarked for the purchase of books, should be utilized for the purchase of books published in Hindi. The process of

identifying useful books in Hindi should be continuously carried out by the Department of Official Language and a list thereof should be made available to all the Ministries/Departments/Offices so that they are able to purchase Hindi books for their Libraries conforming to the list.

In pursuance of the above resolution and in the context of Department of Official Language O.M. No. 12015/9/75-O.L. (D) dated 20.4.1976, it has been decided that the following arrangements should be made in order to increase the use of Hindi in Ministries/Departments etc.:—

- (1) Standard dictionaries of Hindi-English and English-Hindi glossaries and allied literature be procured for the libraries and the same should be made available to the employees for appropriate use.
- (2) The decision regarding purchase of dictionaries etc. may be taken by the Ministries/Departments themselves.
- (3) For the purpose of bringing uniformity in the Language, such dictionaries should be purchased which contain the terminologies approved by the Commission for Scientific and Technical Terminology.
- (4) At least 25% of the library grant should be utilized for purchasing books published in Hindi and if possible, this amount be raised upto 50%.
- (5) The previous list of books issued by this Department should be referred to, while purchasing books published in Hindi. In this regard the following O.Ms issued by the Deptt. of Official Language may also please be referred to:—

**Supplement to the Compilation (1988)**

Sl. No.	Sl. No. of the order	Dated	O.M. No.
1.	261	20.12.1985	20034/6/85-Magazine Unit
2.	262	31.3.1986	20034/6/85-Magazine Unit
3.	263	22.6.1987	20034/2/87-Magazine Unit
4.	264	19.7.1988	20034/6/88-(O.L.) Magazine
5.	267	04.5.1988	20034/6/85-(O.L.) Magazine
6.	268	26.8.1988	20034/6/90-(O.L.) Magazine
7.	—	30.11.1990	20034/6/90-(O.L.) Magazine
8.	—	12.3.1991	20034/6/90-(O.L.) Magazine

In pursuance of the recommendations of the Committee of Parliament on Official Language, compliance of the above orders should please be ensured in toto and the action taken be intimated to the Department of Official Language.

**O.M. No. II/20015/21/94-O.L.(Policy), dated 6.1.1995**

**Subject:**—Purchase of books in other Indian languages alongwith Hindi books—clarification regarding.

An issue was raised in the meeting of Hindi Salakar Samiti in respect of the Ministry of Personnel, Public Grievances and Pensions held on 12.5.94 as to whether the budget allocation of Ministries/Departments etc. earmarked for the purchase of Hindi books could also be used for purchasing books in other Indian languages.

The matter has been considered in the Department of Official Language and in pursuance of para 11 of Resolution No. 12019/10/91-O.L. (Int.), dated 26 January, 1992 issued by the Department of Official Language; it has been decided that it would not be tenable to make any alteration in the budgetary grant earmarked for the purchase of Hindi books. A fifty percent of the total budgetary grant allocated for the purchase of books for libraries of Ministries/Departments etc. is required to be spent on purchase of Hindi books and a *status quo* there if may be maintained. There is, however, no objection in the remaining amount being spent on purchasing books in other Indian languages specified in the Eighth Schedule of Indian Constitution alongwith books in English language. The Ministries/Departments etc. are themselves competent to purchase books in English and also the books in other Indian languages.

**O.M. No. I/14011/1/96-O.L. (Policy-I), dated 12.7.1996**

**Subject:**— Making House-magazine and news-letters more useful and effective.

The Department of Official Language *vide* its O.M. No. 20034/13/70-Patrika (Unit) dated 18.7.1985 had requested or news-letters are brought out by them only in English, it would be incumbent on them to publish these in Hindi as well and that it should be ensured that the number of pages containing Hindi articles is in no way less than those of English.

2. It has been brought to the notice of the Department of Official Language that despite these instruction of Department of Official Language, many Offices/Organisations are still bringing out house magazines in English and in Hindi language separately. Same is the case with news-letters. Even the names of these magazines and news-letters are different for Hindi and English editions.

3. After due consideration of the matter, it has now been decided that while publication of house magazines/news-letters by the offices/organisations of the Union Government wherever these are published only in Hindi is welcome as that strengthens the environment for working in Rajbhasha Hindi, yet wherever house-magazines and news-letters are published only in English, it will be obligatory to publish these bilingually (in Hindi and English). Bilingual house-magazines/news letters should have equal allocation of pages for the two languages and they should be brought out in one single cover and name. The design of the cover page should also be bilingual. In these publications information, including information regarding the working of the organisations/offices should be published in both the languages uniformly.

4. In areas, where regional languages are also being used besides Hindi and English the magazines may also be brought out trilingually. The trilingual magazines should also be brought out under a single cover and it should be ensured that their cover designs are trilingual and that printed pages in all the three languages. (Regional language, Hindi and English) are more or less equal.

5. A copy of the house magazine/news-letter should continue to be sent regularly to the Secretary/Joint Secretary, Department of Official Language.

**O.M. No. 11015/16/2000-O.L.(P), dated 18.4.2003**

As per the decision at the level of the Secretary, Department of Official Language, the monthly magazine of the Departments has to be brought out in the form of a "Newsletter". Besides other information, this newsletter would contain information relating to the activities of the Department, orders-instructions, transfers and postings relating to the Official Language Cadre, technology, computer, software etc. and information relating to the activities and the future plans of this Department and its Regional Offices and Subordinate Offices.

2. The related Divisions and Subordinate Offices of the Departments are requested to make arrangements for sending the information relating to their relative Divisions to the Magazine Cell by the last week of every month so that the activities of that months can be incorporated in the newsletter.

**O.M. No. 13011/8/2001-O.L (Policy & Coord.), dated 1.5.2001**

**Subject:**— Purchase of latest dictionaries (English-Hindi and Hindi-English) and glossaries on different subjects in Ministries/ Departments/Subordinate/Attached Offices/PSUs/Autonomous bodies/Training Institutes etc.

The Department of Official Language interacted with trainees attending the three-month translation training courses run by Central Translation Bureau to make training more purposeful. Most of the trainees informed that they face problem in finding the Hindi meanings of words and concepts while doing translation work in their Ministries/Departments. Glossaries, which are important tools for looking up the meaning of words and concepts, have not been made available in many Ministries/Departments. Some Ministries are having old editions and since they do not contain the meanings of new words and concepts, are not very relevant.

2. All Ministries/Department are, therefore, requested to purchase latest and modern dictionaries and glossaries for their Libraries. They may also review and update their departmental glossaries from time to time by way of coining new words for current concepts. The Commission for Scientific and Technical Terminology may be consulted before coining the meanings of new words so that new Hindi words/concepts could be standardized. Further, with a view to encouraging the officers/employees to work in Hindi and enhancing their knowledge of Hindi language some new English words (say 50) relating to the subjects allotted to the Ministries/Departments along with their Hindi meaning and about 10-15 concepts with their Hindi meaning and definitions, may be published in each issue of their in-house Hindi

magazine. A copy of the in-house magazine may be sent regularly to the Director, Central Translation Bureau, 8th Floor, Paryavaran Bhavan, CGO, Complex, Lodi Road, New Delhi - 110 003.

3. All Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of their Attached/Subordinate Offices/PSUs/Autonomous bodies/Bank etc. so that they may purchase latest/modern Hindi-English, English-Hindi dictionaries and glossaries and ensure making them available to their employees for doing Hindi work as per requirement.

**O.M. No. 11011/15/2002-O.L.(Research), dated 14.11.2003**

**Subject:**— Purchase of Hindi Books in the libraries of Central Govt. Offices.

As per the Guidelines issued by the Department of Official Language, regarding purchase of Hindi books, a minimum 50% of the total library grant allocated for purchasing of books, is required to be spent on purchase of Hindi books. This target has also been reflected in the Annual Programmes. However, inspite of these orders, proposal are being received from Ministries/Departments and Central Govt. Offices to seek relaxation from these orders. It is again reiterated, that as clarified earlier, there is no scope of giving relaxation from these orders.

**O.M. No. 11011/14/2005-O.L.(Research), dated 16.3.2005**

**Subject:**— Implementing the decision of the Government on the recommendations made by the Committee of Parliament on Official Language in the sixth part of its Report regarding.

The undersigned is directed to say on the above mentioned subject that the Committee of Parliament on Official Language constituted under Section 4(1) of the Official Languages Act, 1963, made inter-alia, the following recommendation in the sixth part of its report.

**1. Recommendation No. 11.5.10 :** Particular attention should be paid for the purchase of dictionaries, glossaries, help and reference-literatures and other Hindi books and the amount spent on it should be as per the laid down target.

**"This recommendation of the Committee has been accepted with the modification that out of the total funds made available to the libraries, 50% of the money left after the purchase of journals and reference literature may be spent on the purchase of Hindi books. It is obligatory to purchase all the books mentioned in the list of Standard Hindi books circulated by the Department of Official language. A list of Standard Hindi books will be made available to all ministries/departments from time to time by the Department of Official Language."**

All Ministries/Departments of Government of India were requested to ensure purchase of dictionaries, glossaries help and reference literatures and 50% of the amount allocated to library funds may be spent on the purchase of standard Hindi books *vide* their Department's O.M. No. 20034/53/92-OL(R&A) dated 17.7.1992, O.M. No. 11011/14/96-OL(Patrika) dated 19.4.1995 and O.M. No. 11014/2/2004-OL(Patrika), dated 28-2-2004.

**2. Recommendation No. 11.10.24:** Ministries/Departments/Offices etc. located in Region "A" may send replies in Hindi to the letters received in English from the offices situated in Regions "A" and "B".

**"Communications from the ministries/departments/offices etc. situated in region "A" to the ministries/departments/offices etc. and the States/Union Territories in regions "A" & "B" shall be 100% in Hindi as per the target fixed in the Annual Programme 2003-04. Similarly 90% communications from region "B" to the offices etc. situated in regions "A" & "B" shall be in Hindi. Accordingly, letters received in English may be replied to in Hindi by the ministries/departments/offices situated in region "A". Department of Official Language may issue directions with regard to its implementation."**

**3. Recommendation No. 11.10.33 :** For promoting the use of Official Language Hindi, writing of slogans such as "Increase the dignity of the country by corresponding in Hindi", " We welcome correspondence in Hindi in this office/undertaking" etc. on the letterheads of various offices/undertakings/banks etc. should be encouraged.

**"This recommendation of the Committee has been accepted. Department of Official Language may issue directions regarding printing of slogans on the letter-heads motivating for working in Official Language Hindi."**

**4. Recommendation No. 11.10.34 :** Arrangements should be made for writing slogans on the Post and Telegraph Stationery-Envelopes, Inland-letters, Post Cards etc. for promoting the use of Official Language Hindi.

**"For the promotion, development and propagation of the Official Language Hindi, this recommendation of the Committee has been accepted. Department of Post, Ministry of Communication and Information Technology may take appropriate action in this regard."**

**5. Recommendation No. 11.10.35:** Slogans/small documentaries relating to the promotion of the use of Official Language may be shown/broadcast in between the various programmes on Doordarshan/Akashwani. This may also include the views expressed by the various national leaders about the promotion of use of Hindi.

**"This recommendation of the Committee has been accepted. Ministry of Information and Broadcasting may take an appropriate action according to the recommendations."**

All Ministries/Departments are again requested to ensure necessary action accordingly on all the above mentioned recommendations made by the Committee of Parliament on Official Language and follow up action may be intimated to this Department.

**O.M. No. 11011/4/2005-O.L. (Research), dated 17.3.2005**

**Subject:**— Implementation of decisions taken on 6th Report of the Committee of Parliament on Official Language.

The undersigned is directed to say that the Committee of Parliament on Official Language constituted under section 4(1) of Official Languages Act, 1963, have made inter-alia following recommendation:—

**Recommendation No. 11.6.11:** All Rule Books, procedural literature etc. should be provided in Official Language of the State.

2. This recommendation of the Committee has been accepted. It has been ordered to be referred to State Governments for further consideration and action.

3. State Governments/UT Administrations are requested to please taken necessary action to implement the orders.

## CHAPTER-12

### ORGANISING HINDI WORKSHOPS/CONFERENCES AND SCIENTIFIC AND TECHNICAL SEMINARS

**O.M. No. 14025/6/89-O.L. (D), dated 15.2.2000**

**Subject:**— Setting up of Workshops for the facility of staff in Hindi-Revision in the rates of Honorarium regarding.

In supersession of this Department's Office Memorandum No. 14025/2/83-OL(D), dated 29.10.1984, No. 14023/2/85-OL(D), dated 7.8.1985, No. 14025/1/86-OL(D), dated 10.9.1986 and dated 23.1.1987, the undersigned is directed to say that it has been decided to revise the rate of honorarium payable to officers/staff for delivering lectures in Hindi workshops from Rs. 25/- per hour to Rs. 50/- per hour subject to a maximum of Rs. 500/- per trainer in a single course. Each lecture shall not be less than one hour's duration.

2. This issues with the concurrence of Internal Finance Division, Ministry of Home Affairs *vide* their I.D. No. H-8/90-Finance-II dated 17.1.1990.

3. These orders will take effect from the date of issue of this Office Memorandum.

**O.M. No. 14034/16/2000-O.L. (Trg.), dated 19.3.2001.**

**Subject:**— Regarding enhancement of Honorarium remuneration—Organising Hindi Workshop to help the Officers/ Employees working in Hindi.

While making partial modification in the O.M. No. 14025/6/89-O.L.(D) dated 15.2.1990 & 20.11.1991 respectively of this Department on the above mentioned subject, I am directed to say that the workshops being organized by Ministries/ Departments to help the Officers/Employees working in Hindi, the honorarium remuneration payable to guest speakers and officers and employees to give lectures in workshops has been fixed at the rate of Rs. 240/- (Rupees Two Hundred Forty) per 60 minutes (one hour). The maximum honorarium remuneration to any speaker in a workshop would not be more than Rs. 2400/- (Rupees Two Thousand Four Hundred). It is also clarified that the total honorarium remuneration payable to all guest speakers in any case would not be more than 7200/- (Rupees Seven Thousand Two Hundred).

This is being issued with the concurrence of Finance Division, Ministry of Home Affairs *vide* their U.O. Note No.H-14/2001-Fin-II, dated 23.2.2001.

These orders will take effect from April, 1st 2001.

**O.M. No. 20034/5/88—O.L. (R&D), dated 20.8.1990**

**Subject:**— To encourage presentation of research papers etc. in Hindi in scientific & technical seminars, conferences etc. and their publication in scientific journals.

Kindly refer to Department of Official Language O.M. No. 20034/5/88-(R&D unit) dated 10 May, 1988 (Circular No. 37/ 88) on the above mentioned subject, wherein it was provided that option to present research papers etc. in Hindi should be given for all types of seminars, discussions, conferences etc. organized by the Ministries/Departments/Offices of the Government of India, Undertakings, Corporations, Commission and Banks etc. and the scientists, technicians and other personnel should be inspired and encouraged to read papers in Hindi in seminars etc. In seminars where papers are to be presented also in Hindi, arrangements for an interpreter (Hindi-English) may be made and a copy of the research paper in Hindi be made available to him/her in advance, so that English translation of the research paper could be simultaneously made available to the participants of the seminar. Efforts should be made also to organize separate seminars in Hindi.

2. Scientific and Technical Departments were further requested *vide* the said O.M. to make arrangements for publishing the papers in Hindi on scientific and technical subjects in the forthcoming issues of the journals or for bringing out separate scientific journals for them as per recommendations of the seminar. It was also requested that one copy each of the journals should be sent to the Department of Official Language.

3. Thereafter, the instructions, contained in Office Memorandum dated 10 May, 1988 were reiterated vide O.M. No. 20034/5/88 (R&D)-Unit dated 21.12.88 and details of the research papers presented or to be presented in Hindi in scientific and technical seminars and conferences etc., were sought in a prescribed proforma. On the basis of information received, the attention of concerned departments was also invited towards the provisions contained in O.M. dated 10 May, 1988.

4. This has been observed that some of the Technical Departments/Research Laboratories/Laboratories etc. where scientific & technical seminars/conferences are being organized, have not taken steps as desired to encourage preparation of research papers in Hindi. In this connection, it may be mentioned that it is absolutely necessary to ensure meticulous compliance with all the provisions contained in this Department's O.M. dated 10 May, 1988 to popularize science & technology and to make the access of common people to recent techniques. It would also be necessary to identify such scientists, engineers & technicians who should prepare their research papers in Hindi, read them in various seminars & conferences and participate in discussions. It is requested that efforts should be made also to make the maximum and latest information available to the public through Hindi medium so that benefits of progress in various fields and day-to-day new researches could be made accessible to the public. Arrangements should be made to apprise this Department of the measures taken in this respect from time to time.

The receipt of this Office Memorandum may kindly be acknowledged and action taken in this regard may be intimated.

**O.M. No. 20034/53/93-O.L. (R&A), dated 31.5.1993**

**Subject:**—Organising Hindi Workshops/Seminars/Conferences and All India Official Language Conferences—Follow up action on the recommendations of the Committee of Parliament on Official Language.

The Committee of Parliament on Official Languages, constituted in pursuance of section 4 of Official Languages Act, 1963 have made the following recommendations in their Report (Volume-IV) on the subject mentioned above:—

**Recommendation No. 2 (a):** Seminars, Conferences, Workshops etc. may be organized from time to time for bringing out a change in the attitude of the officers/employees and for imparting them comprehensive knowledge regarding the Official Language policy.

**Recommendation No. 2(c):** Each Ministry/Department may organize All India Official Language Conference once in a year.

2. As per the Resolution No. 12019/10/91-O.L. (Int.), dated 28.1.1992, issued by the Department of Official Language, the recommendations of the Committee have been accepted. According to para 1 of the Official Language Resolution as adopted by both the Houses of Parliament in 1967, the Central Government was entrusted with the responsibility to prepare and implement a more intensive and comprehensive programme every year for accelerating the progressive use of Hindi for official purposes of the Union as well as its propagation and development. In compliance with the Resolution, an Annual Programme is prepared by the Department of Official Language and is made available to all Central Ministries/Departments etc. Targets relating to the work to be done in Hindi by the Central Ministries/Departments/Offices/Undertakings/Corporations/Banks/Institutions etc. during the year are fixed in this Annual Programme. In order to ensure successful implementation of Official Language policy, it is essential to create an awareness amongst the Officers and employees and conditioning their mental make-up in the positive direction towards Official Language, so that they may do more and more official work in Hindi and make a headway ardently in the direction of achieving targets fixed in the Annual Programme. Keeping this objective in view, it is obligatory to organise seminars, conferences, workshops for bringing out a change in the attitude and a qualitative change in the mental make-up of the officers/employees for imparting them comprehensive knowledge regarding Official Language.

3. Although the ban orders imposed by the Ministry of Finance on organising conferences/seminars etc., have not been removed so far, however, some of the Ministries/Departments are still organising such conferences etc., in view of their importance. Therefore, the Ministries/Departments/Offices are requested to organise All India Official Language Conference once in a year.

4. In this context, it is once again requested that all the Ministries/Departments/Offices/Undertakings/Corporations/Banks/Institutions of the Government of India should comply with the decisions taken on the recommendations of the Committee. They are also requested to issue instructions to all attached and subordinate offices/undertakings/banks/institutions for compliance in this regard and a copy of the same may please be endorsed to this Department for information.

**O.M. No. I/14034/02/98-O.L (Policy), dated 20.7.1998****Subject:—** Hindi Fortnight, 1998.

With a view to creating awareness in regard to the use of Official Language Hindi in official work as well as to accelerate the pace of its progressive use, Central Government Offices/Undertakings/Banks/Corporations etc. have been organising Hindi Day/Hindi Week/Hindi Fortnight. Likewise, in previous years, this year Hindi Fortnight is to be observed from 1st September to 15th September, 1998. The outlines of activities to be observed by the Central Government offices during this period are as follows :—

- (a) Hindi Fortnight may be organised from 1st September to 15th September (15 days). An office may effect a change in these dates according to its convenience but, in any case, the main function be invariably organised on 14th September, 1998.
- (b) The message of Hon'ble Home Minister must be read out in all Ministries/Departments/Offices on the date of main function, a copy of which will be communicated to them in due course.
- (c) It should be organised mainly as a "Day of Harmony among all Indian Languages".
- (d) As far as possible, on the day of main function, cent percent attendance in offices may be ensured.
- (e) All the Ministries/Departments must also ensure that by 14th September, all prescribed number of meetings of the Hindi Salahkar Samitis and Official Language Implementation Committees are convened and arrears are cleared.
- (f) 'In House Magazine' etc. to be published during this fortnight, should bring out their "Special Issue on Official Language".
- (g) The contribution of Hindi & non-Hindi speaking individuals who have contributed substantially towards the development of Hindi & other Indian languages should be highlighted. Programmes, discussions, workshops etc. may be organised for this purpose.
- (h) Competitions pertaining to the official language may be organised during this fortnight as usual and official language awards be distributed. A decision can be taken at its own level by the respective Ministries/Departments in respect of the amount of the awards to be distributed according to their financial resources.
- (i) These programmes should be organised throughout the fortnight instead of restricting them to any single day. Association of Ministers and senior officers of Ministries/Departments with these programmes should be ensured.

It is also requested that these programmes be widely publicised in the secretariat of each Ministry/Department, its attached/subordinate offices and undertakings and detailed report on the observing of 'Hindi Fortnight' may please be made available to the Director (Research), Department of Official Language.

## CHAPTER-13

## MISCELLANEOUS ORDERS

**O.M. No.12010/3/89 O.L. (Research), dated 22.8.1989**

**Subject:**— Disciplinary action against the persons violating Official Language Provisions/Orders deliberately.

On reviewing the orders/instructions issued from time to time for the implementation of the Official Language Policy of the Central Govt. it has been observed that some of the Ministries/Departments/Undertakings/Corporations and Attached and Subordinate offices are not properly complying with the various instructions and the provisions of the Annual Programme.

2. The ratio with regard to the Hindi typists as prescribed *vide* O.M. No. 14012/14/87-O.L(C) dt. 1.2.88 of the D/o O.L. should have been achieved by 31st March, 1989. But this has not been achieved in some of the offices. This target must be completed without any further delay.

3. The ratio of Hindi stenographers in the offices located in the different regions prescribed *vide* O.M. No. 14012/7/87-O.L.(C), dt 20.8.87 of the D/o O.L. was required to be achieved by 31st March, 1990. It is necessary to keep an eye on the progress made in compliance of this order.

4. There has always been an emphasis on purchasing equipments which may also be used for Hindi purpose for the implementation of the Official Language. But some of the offices are purchasing computers, teleprinters etc. which can be used for only English and no action is being taken to make equipments already available workable for use for Hindi purposes. Improvement in such a situation is warranted.

5. Difficulties are being faced in complying with the provisions of the Official Languages Act, Resolution of the Constitution and Rules etc. because the minimum number of Hindi posts required to be created have not been created in some offices. These posts may be created at the earliest so that appointments may be made in time.

6. The Policy of the Govt. with regard to the propagation and spread of the Official Language is that the use of Hindi as Official Language may be increased with motivation and incentive. At the same time, the Rules and Orders should be strictly complied with. In this context it may be mentioned here that under Rule 12 of the Official Language Rules, 1976 it is the responsibility of the Administrative Head of each Central Govt. office to ensure that the directions issued under the O.L. Act and O.L. Rules are adequately complied with. If an officer or Employee knowingly (deliberately) contravenes the provisions regarding the Official Language, action may be taken on the basis of the contravention of the rules and orders relating to the case.

**O.M. No. 20034/15/91-O.L (R&A), dated 30.11.1992**

**Subject:**— Documentary Films Showing Different Aspects of Official Language Hindi.

Kindly refer to this Department's O.M. Nos. 20034/10/85- R&A unit dated 21.12.1988, 21.9.1989 and 20.2.1990 on the subject mentioned above. Now the Video Cassettes of the following documentary/short story films regarding the spread and development of Official Language Hindi have been prepared by the Films Division, Min. of Information and Broadcasting for Department's of Official Language, the up to date details of which are as under:—

Sl. No.	Name of the Film/Subject	Duration	Price of each video cassette (in Rs.)
1.	HIND KI VANI (Coloured) 35mm/1326 mtr, 16mm/530 mtr This film depicts not only the linguistic and literary aspects of the Official Language Hindi but also the historic values and national development.	47 mts.	350/-

Sl. No.	Name of the Film/Subject	Duration	Price of each video cassette (in Rs.)
2.	DESH KI VANI (Colour) 35mm/598 mtr, 16mm/239 mtr This film is a short version of "Hind ki Vani" Note:—The Cassette of Rs. 350/- includes	21 mts.	
	'Udayanjali'	20 mts.	
	'Ekta ka Purv'	12 mts.	
	'Hindi Sub Sansar' coloured films.	21 mts.	
3.	14th SEPTEMBER, 1949 (Colour) 35mm/478 mtr, 16mm/291 mtr This film (a drama staged by children) depicts the proceedings of the Constituent Assembly held on 14th September, 1949 by which Hindi was adopted as the Official Language of the Union of India.	17 mts.	
4.	BHARAT KI VANI (Coloured) 35mm/478 mtr, 16mm 571 mtr This film relates to a travelogue of a Linguist regarding progressive use of Hindi, its development in Maharashtra, Karnataka, Andhra Pradesh, Tamil Nadu and Kerala in which he has tried to establish deep inter connection between Official Language of The Union of India and regional Languages. (One video cassette contains the above mentioned two films)	51 mts.	275/-
5.	EKTA KI VANI (Colour) This film is short version of 'Bharat Ki Vani'.	20 mts.	
6.	POORVANJALI (Colour) Shri Sanjay Kumar presented this travelogue which concluded in North Eastern states of Assam, Mizoram, Tripura and Sikkim.	63 mts.	225/-
7.	SAMVIDHA KE SAKSHI (Colour)  This film, comprised of interesting personal reminiscence of three veteran respectable members of the Constituent Assembly constituted to frame the constitution namely Dr. Motari Satyanarayan, Choudhary Ranbir Singh and Shri Mannul Dwivedi, depicts the historical process of making Hindi unanimously the Official Language of the union by the Constitution of India.	45 mts.	225/-
8.	ARUNANJALI (Colour) Travelogue of Hindi in Arunachal Pradesh	40 mts.	175/-
9.	MEGHANJALI (Colour) Travelogue of Hindi in Meghalya	30 mts.	
10.	MANIPUR GATHA (Colour) Travelogue of Hindi in Manipur	60 mts.	150/-
11.	NAGANJALI (Colour) Travelogue of Hindi in Nagaland	60 mts.	
12.	JAI HIND (Colour) This film contains the main features of the above mentioned four films.	60 mts.	225/-

The above films are not only useful and informative but also interesting and delightful having charming natural scenes.

It is hoped that screening of these films at the time of various functions, seminars, programmes, conferences, training courses arranged by various offices, training institutes/Centres/Schools etc., will go a long way to inspire the participants to work in Hindi.

It would be appropriate that the cassettes are procured and placed in the libraries/general sections etc., so that the same could be issued to officers/employees on demand like library books.

It is requested that necessary instruction may be issued for purchase and screening of these films. Video Cassettes of these films may be procured from the following:—

Officer-In-Charge (Distribution)  
Films Division, Min. of Information & Broadcasting,  
Film Bhawan, 24, Dr. Gopalrao Deshmukh Marg,  
Bombay-400026.

**O.M. No. 20034/53/92-O.L. (R&A), dated 17.7.1992**

**Subject:—** Supply of Annual Programme regarding the use of Official Language Hindi and ensuring its compliance.

The Resolution regarding the Official Language Policy of Govt. of India was adopted in the Parliament in December, 1967 and the following was resolved in its para-1:—

**"This House resolves that a more intensive and comprehensive programme shall be prepared and implemented by the Govt. of India for accelerating the spread and development of Hindi and its progressive use for the various official purposes of the Union..."**

2. The resolution was notified on 18.1.1968 under No. F-5/8/65-O.L. by the Ministry of Home Affairs. Accordingly, Annual Programme is prepared for the progressive use of Official Language Hindi, which is issued to all the Ministries/Departments, Undertakings, Corporations, Commissions and Banks etc. for compliance.

3. The Committee of Parliament on Official Language, constituted in pursuance of section-4 of the Official Languages Act, 1963, made several recommendations in its Report (Volume-IV), one of which is regarding the timely distribution and compliance of the Annual Programme. Presidential orders regarding the recommendations contained in the Report were issued on 28.1.1992 by the Department of Official Language under Resolution No. 12019/10/91-O.L. (Int). The recommendation of the Committee of Parliament on Official Language in item 7 of the Resolution has been accepted and it has been decided that every year Annual Programme will be made available to all the Ministries/Departments by end of February and the concerned Ministries/Departments shall ensure its supply to their Attached and Subordinate Offices, Undertakings, Corporations, Commissions etc. and foreign based Indian Offices by end of April after procuring the required copies of the said programme and shall ensure strict compliance of the prescribed targets.

4. Accordingly, the Programme for the year 1993-94 will be published by February, 1993 and the Ministries/Departments shall arrange to procure its required copies for their offices from the Department of Official Language. In future also, all the Ministries/Departments shall ensure the supply of the Annual Programme to all their offices by the end of April after procuring necessary copies in the month of February.

5. So far as the achievement of the targets prescribed in the Annual Programme is concerned, Rule-12 of the Official Languages Rules, 1976, may please be referred to, according to which, it is the responsibility of the Administrative Head of every office to ensure that the provisions of the Act, the Rules and the directives issued to the employees and officers by the Central Govt. regarding the use of Official Language Hindi, are fully complied with.

6. In this regard attention is invited to the following directive, given by the Hon'ble Home Minister in the 21st meeting held on 02.12.1987 of the Kendriya Hindi Samiti which is an apex Committee constituted under the chairmanship of the Hon'ble Prime Minister:—

**"I hope that the programme for the progressive use of Hindi in the official work of the Central Govt. would be strictly complied with."**

This directive may please be brought to the notice of all concerned.

**O.M. No. 13034/25/95- O.L. (P&C), dated 24.4.1995**

**Subject:**— Assistance by Members of Central Secretariat Official Language Service to Other Officers/Officials in their Work in Rajbhasha Hindi.

The implementation of Official Language related provisions of the Constitution of India, Official Languages Act, 1963, Official Language Rules, 1976 and orders issued thereunder from time to time is of utmost importance. According to Official Language Policy, substantial amount of work in Union Government Offices is required to be transacted only in Hindi and quite a bit bilingually (in Hindi and English). For work requiring disposal bilingually, papers are often prepared first in English and are subsequently translated in Hindi. Under the influence of translated Hindi, the language in papers originally written in Hindi at times lack ease and spontaneity. Yet, it is important that Hindi in Official use is kept simple and natural and easy to read and understand.

2. Sufficient number of officers/officials of Central Secretariat Official Language Service have been posted in Ministries/ Departments and attached offices. Similarly, Hindi Officers and Translators, as needed are also available in Subordinate Offices, Public Sector Banks and Govt. Corporations/Autonomous bodies. All these officers/officials have capacity to help in bringing about ease of working in Hindi without neglecting their normal work disposal and responsibilities of increasing the use of Hindi in official work quantitatively. On the other hand, a sufficient number of employees in organisations/Offices are unable to take initiative to commence their work in Hindi either due to some hesitation or minor difficulties that they have with Hindi Language. The members of Central Secretariat Official Language Service can play an important role in helping these employees to overcome their hesitation, in resolving their Hindi related difficulties and in encouraging them to do official work in Hindi. Acting thus, if all Hindi officers and Translators become a source of help for those inquisitive and keen towards Hindi, the use of Hindi in official work will expand and Hindi used in official work will also become natural and easy. The environment for doing official work originally in Hindi will also improve.

3. Therefore, it is suggested to all Ministries/Departments that for purposes mentioned above, they should consider utilising services of officers/officials of Rajbhasha Service and issue necessary orders appropriate to their requirements/ circumstances. These officers can perhaps provide assistance to others during pre-determined hours everyday or thrice a week. Also, the Hindi Officers can themselves take initiative, as convenient, to lend help and instructions related to use of Hindi Language to those employees who are keen on using Hindi in their official work. The aim of arrangements made in this behalf should be to establish informal relationship between Hindi Officers/Translators and the other employees so that they are able to get help and cooperation for their work in Hindi. It is also requested that such arrangements be set up in all attached and subordinate organisations.

4. Action taken in this behalf be kindly conveyed to this Department.

**O.M. No. 13034/50/94-O.L. (C), dated 22.7.1994**

The names of the Desks/Sections of the Department of Official Language are in the alphabetical order, as a result of which, a clear picture of the work done by them do not emerge. Hence, it has been decided to rename them according to their work. Therefore, new names of the Desks/Sections of the Department of Official Language shall be as under:—

Old Name	New Name
A-1 Desk	Policy-1 Desk
A-2 Desk	Policy-2 Desk
OL(c) Desk	Policy & Coordination Desk
B-1 Section	Implementation-1Section
B-2 Section	Implementation-2 Section
OL(d) Desk	Training Desk
Interpretation Cell	Suggestion Cell

**O.M. No. I/14011/1/95-O.L. (P-1), dated 12.2.1996**

**Subject:**— Preservation of basic records of Official Language Hindi in the National Archives of India.

The Constitution of India has adopted Hindi as the Official Language of the Union. After the commencement of the Constitution, a series of important activities were initiated to establish Hindi as the Official Language. Hindi has acquired a role in different official activities of the Centre and the same is gradually expanding and consolidating. The use of Official

Language, viz, Hindi is increasing also in other spheres of activities of the Union. In this entire process, several activities were initiated in principal offices of the Central Government. Some of these activities are enduring and of historical importance.

2. For some time past, the Department of Official Language has been considering the need to preserve old records relating to important activities/decisions etc. regarding the use of Official Language Hindi in Central Government. Suggestions to do so have also been received in this Department. The matter has been considered and it has now been decided that all the important basic documents relating to the use of Official Language in Central Government should be preserved in the National Archives of India.

3. All the Ministries/Departments are accordingly requested that all important/basic records concerning the use of Official Language Hindi, (i.e. all important document of Official Language Policy implementation and executive decisions etc. related therewith) available with them, may please be sent to the National Archives of India. It is also requested that these instructions are brought to the notice of all attached/subordinate offices and undertakings/organisations etc. and that they are suitably advised for compliance.

Kindly acknowledge receipt.

**O.M. No. 8/1/96 O.L. (S), dated 13.3.1996**

**Subject:**— Entries in Annual Confidential Report of the officers of the Central Secretariat Official Language Service Cadre— regarding their knowledge of modern electronic equipments.

Keeping in view the use/importance of modern Devanagari electronic equipments in implementation of Official Language Policy of the Government of India, it has been decided to add a new column in the existing A.C.R. proforma of Director (O.L.), Deputy Director (O.L.) & Asst. Director (O.L.) of the Central Secretariat Official Language service regarding their knowledge of modern Devanagari electronic equipments. Accordingly, in existing ACR proforma of the officers of the said category the following entry may be added in column 11 under the column of training in Reporting Officer's part:—

**"Awareness about modern equipments:**

Give details herein regarding inclination/knowledge of the officer in respect of modern office equipments with Devanagari Script, extending/improving application thereof and efforts made in this direction to motivate others."

2. A revised copy of ACR proformas of Director (O.L.), Deputy Director (O.L.) and Asst. Director (O.L.) of the Central Secretariat Official Language Service is being enclosed as specimen. Various Ministries/Departments/Attached offices included in Central Secretariat Official Language Service are requested to prepare copies of the same in sufficient number so that they may be used in future. It may also be ensured that A.C. Reports of the above officers for the year 1995-96 are made available to this Department in the new proforma only. If ACR of any officer for the year 1995-96 is not sent in the new proforma, it will not be treated as valid.

3. It would be appropriate to make provisions for an entry regarding knowledge of the concerned officer in respect of modern electronic equipments also in ACR proforma of the officers working on equivalent posts in all the Ministries/Departments and their Attached/Subordinate Offices etc. of the Govt. of India. All the Ministries/Departments are, therefore, requested to ensure that a similar entry is made in ACRs of the equivalent officer in their Attached/Subordinate Offices/Autonomous Bodies/Banks/Undertakings/Training Institutes/Training Centres etc.

**O.M. No. I/14034/1/98 O.L. (P-1), dated 14.5.1998**

It is observed that a number of Government and semi-Government Institutes/Organisations are not using Devanagari Script in the names of their products, plants and machinery, equipments etc., although their names are in Hindi.

2. All Ministries/Departments of Government of India are requested to give directions to their respective Institutes/Organisations, under their control, to use Hindi in Devanagari script in the names of their products, plants & machinery, equipments etc. It is also requested that this work should be completed by 31st December, 1998.

3. Please acknowledge it.

**Copy of Secretary (Official Language)'s D.O. letter No. I/14013/03/94-O.L. (Policy-1), dated 11.11.2002 addressed to the Secretaries of all Ministries/Departments of Government of India.**

I would like to bring to your notice that the Honourable Prime Minister *vide* his letter dated 23.12.2000 (copy enclosed for ready reference) addressed his cabinet colleagues directed that an entry of outstanding official work done in Hindi by the officers should be made in their annual confidential reports. In order to comply with the order, it is requested that commendable work done in official language Hindi by officers/staff of Group 'A' 'B' and 'C' (including All India Services Officers), may be mentioned in the column 'Communication Skill' in their annual confidential reports.

It is requested that it may be ensured that action may be taken accordingly in your Ministry/Department and the Subordinate/Attached Offices.

**Prime Minister**

New Delhi  
23rd December, 2000

Dear Shri.....

The present status of use of official language Hindi in Government functioning was discussed in the meeting of Kendriya Hindi Samiti, held on 22.09.2000, which is the apex committee for promoting Hindi as official language of the Union and its overall development. Concern was expressed over inadequate measures taken by Government officers/officials for implementation of the provisions regarding Official Language of the Union in the Constitution. It is imperative to take concrete steps to ensure progressive use of Hindi in Government functioning. Wherever possible, one should make efforts to encourage others to work in Hindi by working himself in Hindi.

2. In this connection, I would like to mention that you may take the following steps to create a congenial environment for working in official language Hindi in your Ministries/attached and subordinate offices:—

1. Use of Hindi in the discussions and proceedings of apex administrative meetings and in the meetings of the Committee of Secretaries should be progressively encouraged.
2. Compliance of Section 3 (3) of Official Languages Act (under which it is mandatory to issue some documents both in Hindi & English simultaneously) and Rule 5 (under which it is mandatory to reply the Hindi letters in Hindi) should be ensured. The officers, who violate these provisions, should be advised in writing to abstain from this tendency in future.
3. An entry of outstanding official work done in Hindi by the officers should be made in their annual confidential reports.
4. You and your colleagues should deliver their speeches in Hindi, wherever possible, on the occasions of national and international importance. Maximum use of Hindi should be made by the members of the Indian delegations going abroad. Interpretation facilities should be obtained from Indian Embassies/Missions, wherever necessary.

3. I hope that you would give special attention to the above points for use of Hindi in your Ministry and concerned offices and would review the position from time to time. You are requested to apprise me also from time to time regarding the progress made on the above points-related to the use of official language Hindi in your Ministry/attached & subordinate offices.

With best wishes,

Yours Sincerely,  
Sd/-

(Atal Behari Vajpayee)

The Members of the Cabinet.

**O.M. No. I/14013/3/94-O.L. (P-1), dated 13.5.2003**

**Subject:**—Mention in the Annual Confidential Reports of officers/staff about the commendable work done by them in Hindi clarification regarding.

Kindly refer to the Department of Official Language D.O. letter of even no. dated the 11th November, 2002 on the above subject, wherein it has been stated that commendable work, done in official language Hindi by officers/staff of Group 'A', 'B' and 'C' (including the All India Services Officers), may be mentioned in the column "**Communication Skill**" in their Annual Confidential Reports.

2. In this connection, some Ministries/Departments have sought clarification from the Department of Official Language that in the case of absence of "**Communication Skill**" column in the format of Annual Confidential Reports of Group 'B' and 'C' employees, in which column such entry may be made?

3. After due consideration in the Department of Official Language, it has been decided that in **Part-III, Column 7(c)- "Quality of Noting and Drafting"** of the ACR for Assistants and in **Part-III, Column 5- "Proficiency in work, namely, maintenance of prescribed registers and charts etc."** of the ACR for clerks (LDCs and UDCs), a mention may be made regarding the commendable work done by them in Hindi.

4. Joint Secretaries (Administration) of all Ministries/Departments are requested to bring it to the notice of their attached and subordinate offices also.

**O.M. No. 11014/18/2004 O.L. (Patrika), dated 8.11.2004**

**Subject:**—Honorarium for Articles published in the Magazines of the Department of Official Language.

In modification to the O.M. No. 11014/25/93-O.L. (Patrika) Dated 16.06.1994 and O.M. No. 11015/32/99-O.L. (P) Dated 16.08.1999, the following rates of honorarium have been prescribed for the material *i.e.* Articles, Poems and Book Reviews etc. published in Raj Bhasha Bharti, the quarterly magazine of the Department of Official Language:-

Detail of the Published Material	Rates of Honorarium
Article, Story, Play, Ekanki	Generally Rs. 1000/- per article, Rs. 2000/- per article in the case of invited articles for special issue.
Poem	Rs.300/- to Rs.600/-
Book Review	Rs.300/- to Rs.900/-

These rates will take effect from 1st November, 2004. This Office Memorandum issues with the concurrence of the Internal Finance Division (Home)vide Diary No. F.2520/FA(H), dated 20.10.2004.

**O.M. No. 13015/1/91-O.L.(D), dated 5.1.2005**

**Subject:**—Prescribing requirement of possession of knowledge of Hindi during the period of probation-Implementation of the recommendation of the Committee of Parliament on Official Language.

The undersigned is directed to invite the attention of Ministries/Departments of the Government of India to the Department of Personnel and Training O.M.No. 21011/1/96-Estt. (C) Dated 13th August, 2004 on the above mentioned subject conveying the acceptance of the Government to the following recommendations made by the Committee of Parliament on Official Language in para 22(G) of its report (Part III):—

"According to the Official Language Resolution, 1968 passed by the Parliament, recruitment rules of all posts should be reviewed with a view to examining whether it is necessary to have the knowledge of English or Hindi or both at the time of recruitment. Where for a particular post, the knowledge of a particular language is not essential, the option of English or Hindi should be given to the candidate and if at the time of recruitment he does not have the knowledge of Hindi, a provision should be made in the rules requiring him to acquire the same during his probation period."

2. Some Ministries have sought clarifications about the standard upto which Central Government employees should acquire the knowledge of Hindi during the probation period. In this regard it is clarified that this Department,

*vide* O.M. No. 3/18/68-H dated 21st September 1968, have issued instructions laying down the following broad principles to be kept in view:—

- (i) The Central Government employees for whom educational qualification prescribed is matriculation or below and who are not required to do any ministerial work in offices, write notes or deal with correspondence (e.g. staff car and engine drivers, record sorters, electricians, fitters, gestetner operators, postmen, telephone operators, etc.) may qualify in 'Prabodh' examination only.
- (ii) The Central Government employees who are generally not required to do any ministerial work themselves but have to be conversant with Hindi to be able to attend to correspondence and reports etc. in that language (e.g. Doctors, Scientists, Supervisory staff in workshops and laboratories, etc.) may qualify upto 'Praveen' examinations only.
- (iii) The Central Government employees, who have to do ministerial work, record notes or deal with correspondence must qualify upto 'Pragya' examination.

3. It is requested that all Ministries/Departments may review the duties of various posts under their control, keeping in view the above guidelines, so as to prescribe the course of study in Hindi, which each category of staff should qualify during the probation period. The action taken in this regard may please be intimated to Central Hindi Training Institute, a subordinate office of this Department (at the address: Director, Central Hindi Training Institute, 7th floor, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi-110003).

**O.M. No. 1/20012/09/2004-O.L. (P-1), dated 7.4.2005**

**Subject:—**Regarding giving Indian names to all the companies/bodies/undertakings etc. and thereafter to get them registered.

The Committee of Parliament on Official language in the Sixth part of its report has made a recommendation alongwith others that there should be Indian names of all the companies/bodies, undertakings, authorities etc. and they may be registered. The following orders were issued on this recommendation *vide* Department of Official Language resolution No. 12021/02/2003-O.L. (Imp-2), dated 17.9.2004:—

"Directions already exist that names of the offices/institutions of Central Government should be written in Hindi or in Indian languages. These instructions may be reiterated by the Department of Official Language to ensure their strict compliance."

2. In this regard, orders had already been issued by the Department of Official Language *vide* Office Memorandum No. 1/14013/14/87-O.L. (A-1), dated 5.1.1988. All the Ministries/Departments of the Government of India are again requested that all the companies, bodies, undertakings, authorities etc. owned or controlled by the Central Government may be given Indian names and must be written in Hindi.

**O.M. No. 12013/1/2005-O.L. (Trg.), dated 8.4.2005**

**Subject:—**Providing Hindi Prabodh, Praveen Pragya and also Hindi Typewriting and Stenography text books free of cost to the employees of PSUs/Banks/Autonomous Organisations/Corporations etc. owned or controlled by the Government of India.

In-service training of Hindi Language and Hindi Typewriting and Hindi Stenography is compulsory for all the Central Government employees including employees of the public sector undertakings, banks, autonomous organizations, corporations etc. owned or controlled by the Government of India. The text books for Hindi Prabodh, Praveen Pragya and also Hindi Typewriting and Stenography training courses conducted by Hindi Teaching Scheme/Central Hindi Training Institute are being provided free of cost to the Central Government employees only.

2. it has now been decided that the text books of Hindi Prabodh, Praveen, Pragya and also of Hindi Typewriting and Stenography and other training material shall be provided free of cost to the employees of the public sector undertakings, banks, autonomous organizations, corporations etc. owned or controlled by the Government of India also, who attend the training courses conducted under Hindi Teaching Scheme/Central Hindi Training Institute and shall not be taken back after completion of the training.

3. This Office Memorandum is being issued with the concurrence of the Finance Division of the Ministry of Home Affairs *vide* their Note Dy. No. 10888/AS & FA(H), dated 11.3.2005.

**O.M. No. 14034/17/2005-O.L. (Trg), dated 9.6.2005**

**Subject:**— Hindi Training being given to Central Govt. employees to be completed by end of the year 2005.

All Ministries/Departments were directed on the above subject *vide* Department of Official Language O.M. No. 14034/4/99-OL(Trg), dated 13.2.2001 that training of Hindi Language, Hindi Typing & Hindi Stenography to the employees of offices of all regions *i.e.*, located in 'A', 'B' and 'C' regions may be completed by the end of the year 2005. In this connection, I am directed to say that action taken in this regard may be intimated to this Department and it may also be informed about the steps taken by your Ministry/Department to train the remaining employees by end of the year 2005, and if the training is not completed by what time it is expected to be completed.

2. In this connection, it is also mentioned that as per the above resolution the time limit of the training in Hindi language, Hindi Typing and Hindi Stenography to employees of offices located in region 'A', 'B' and 'C' is ending by this year 2005. And if the number of the remaining employees to be trained in Hindi language, Hindi typing and Hindi Stenography is still too much, the decision considering the final time limit of the year 2005 will be taken in due time.

3. Before taking final decision in this regard all Ministries/Departments are requested that the requisite information mentioned in para-I, may be furnished to this Department within one month from the date of issue of this O.M. at priority so that further action may be initiated.

[To be published in the Gazette of India, Part-I, Section-I, both in Hindi and English in diglot form]

No. 11011/5/2003-OL (Research)

Dated 13.7.2005

### RESOLUTION

The Committee of Parliament on Official Language was constituted in 1976 under section 4(1) of the Official Languages Act, 1963. The Committee submitted seventh part of its Report, relating to propagation of Hindi for official purposes, the position of Hindi in the field of Law, original use of Hindi in Government work, availability of publications relating to Administration and Finance in Hindi, position emerging after discussions with the representatives of States and Union Territories, the status of Hindi in the perspective of Globalization and the challenge of computerization to Hindi, to the President. In accordance with section 4(3) of the Official Languages Act, 1963, the Report was laid on the Table of the Lok Sabha and the Rajya Sabha. Copies of the Report were sent to all Ministries/Departments of the Government of India and to all States/Union Territory Governments. After considering the views expressed by various Union Ministries/Departments and the States/Union Territories Governments, it has been decided to accept most of the recommendations of the Committee in toto and some of them with modifications. Accordingly, the undersigned is directed to convey the Orders of the President made under section 4(4) of the Official Languages Act, 1963 on the recommendations made in the Report of the Committee as follows:

S. No.	Recommendations of the Committee	Decision
16.5 (a)	The Kendriya Hindi Samiti must be reconstituted every 3 years on schedule.	This recommendation has been accepted with the modification that the term of Kendriya Hindi Samiti will generally be 3 years but in special circumstances it may be extended or curtailed.
16.5 (b)	Necessary steps should be taken to convene annual meetings of the Kendriya Hindi Samiti regularly under the Chairmanship of the Prime Minister. All decisions taken in the meetings of the Kendriya Hindi Samiti must be implemented.	This recommendation has been accepted. All Ministries/Departments are requested to take appropriate action to implement the decisions of Kendriya Hindi Samiti.
16.5 (c)	The Deputy Chairman and all 3 conveners of Sub-Committees of the Committee of Parliament on Official Language should be called as special invitees to the meetings of the Central Official Language Implementation Committee.	Central Official Language Implementation Committee is a Government officials committee, hence the recommendation has not been found acceptable.
16.5 (d)	Decisions taken in the meetings of the Central Official Language Implementation Committee should be properly implemented and implementation of the orders of the Hon'ble President on the first five parts of the Report of the Committee of Parliament on Official Language should also be reviewed.	This recommendation has been accepted.
16.5 (e)	Constitution/reconstitution of the Hindi Salahkar Samitis should be done in time and their meetings should be held regularly.	This recommendation has been accepted with the modification that all Ministries/Departments are to constitute/ reconstitute the Hindi Advisory Committee well in time and organize its meetings as per the targets fixed in the Annual Programme.
16.5 (f)	The agenda of the Hindi Salahkar Samiti should include an item regarding review of progress made in the implementation of Official Language Policy in the organization under the administrative control of the concerned Ministry/Department and proper and immediate action should be taken on the decisions taken by the samiti so that the	This recommendation has been accepted. All Ministries/Departments are requested to take necessary action in this regard.

S. No.	Recommendations of the Committee	Decision
	purpose of constituting Hindi Salahkar Samiti is fulfilled and the progressive use of Union Government's Official Language Hindi could be ensured.	
16.5(g)	Heads of Offices must themselves attend meetings of the Town Official Language Implementation Committee.	This recommendation has been accepted. All Ministries/ Departments are requested to issue instructions to the Heads of their attached/subordinate offices, autonomous bodies, undertakings and banks etc. to attend Town Official Language Implementation Committee meetings personally.
16.5(h)	The Head of the Office and other senior functionaries should oversee the implementation of the decisions taken in the Town Official Language Implementation Committee's meetings with sincerity.	This recommendation has been accepted. Heads of Office of all member offices of the Town Official Language Implementation Committee are requested to ensure monitoring and review of follow up action of decisions taken by the committee.
16.5(i)	Quarterly meetings of the Town Official Language Implementation Committee should be held and the heads of Offices must themselves attend at least two meetings out of four and take measures to ensure strict compliance of the decisions taken in these meetings in their offices.	Two meetings of Town Official Language Implementation Committee are required to be held in a year. Heads of Office of all member offices may attend these meetings compulsorily. Department of Official Language may issue instructions in this regard.
16.5(j)	Three meetings of the Town Official Language Implementation Committee in a year should be held in different offices under the Chairmanship of the Head of the Committee and the last meeting should be held in the office of the Head of the Committee itself and a senior officer of the Department of Official Language should also be invited to attend that meeting, so that a review regarding the activities and progress made throughout the year could be undertaken and the shortcomings observed should be brought to the notice of all concerned; and these should be overcome by a collective effort.	This recommendation has not been found acceptable. To organize Town Official Language Implementation Committee meetings at different venues is not feasible from the point of view of availability of venue and other resources.
16.5(k)	Keeping in view the large number of members of various Town Official Language Implementation Committees in the cities where only one Town Official Implementation Committee exists, such Town Official Language Implementation Committee should be divided into three sub-committees under separate conveners under the Chairman, so that a pro-Hindi atmosphere should be created and awareness of the Official Language Rules etc. in all the member offices increased.	It has been ordered on the recommendation No. 11.5.17 of the VIth report of the Committee of Parliament on Official Language that all such Town Official Language Implementation Committees may be divided into two, where members are 150 or more. It is not appropriate to change the set up at this stage.
16.5(l)	Functions/Conferences may be organized every year under the Town Official Language Implementation Committee, so that awareness and favourable atmosphere could be created in favour of the usage of Official Language.	This recommendation has been accepted.

S. No.	Recommendations of the Committee	Decision
16.5(m)	Official Language Implementation Committees should be set up in all offices under Chairmanship of the Head of Offices and quarterly meetings of the Committees must be convened regularly. Progress in respect of complete and incomplete works done after the last meeting should be reviewed in the ensuing quarterly meeting.	This recommendation has been accepted.
16.5(n)	Records should be maintained relating to the quarterly meetings of the Official Language Implementation Committee and decisions taken in the meetings should be implemented solemnly and attentively.	This recommendation has been accepted.
16.6(a)	Cultural programmes/seminars and "Kavi Sammelans" should be organized in the country as well as abroad, from time to time, so that Hindi could be popularized.	This recommendation has been accepted in principle. All the offices may organize cultural Programmes/Seminars as per their resources.
16.6(b)	Every Government Office should have libraries/book-clubs equipped with simple, interesting and comprehensive books in Hindi. On occasion the readers should be encouraged so as to develop an interest in reading and writing Hindi. The amount of the reward meant to encourage the use of Hindi should be enhanced. The minimum amount should not be less than Rs. 1000/. The number of rewards should also be increased.	This recommendation has been accepted with the modification that all offices may spend their library grants on purchasing of Hindi Books as per the targets specified in the Annual Programme and encourage their employees to read these books. The issue of increasing the amount and number of prizes will be considered later.
16.6(c)	To ensure that there should not be any dearth of books in Hindi in the field of Science & Technology, attractive rewards should be given to the authors who write originally in Hindi. Simultaneously, keeping in view the utility of the book, provision for appropriate royalty should be made.	This recommendation has been accepted. All Ministries/ Departments may take necessary action in this regard.
16.7(a)	Department of Official Language should prepare a course to impart training for proficiency in Hindi to the officers/employees, who possess the working knowledge of Hindi and appropriate steps be taken with the help of its Regional Implementation Offices.	This recommendation has been accepted in principle. Department of Official Language may prepare appropriate course of studies with the help of Ministry of Human Resource Development.
16.7(b)	While granting permission to Private publishers for publishing Government Publications, a condition be imposed on them that they will not publish such publications only in English and it should be made mandatory for them to publish these publications in Hindi and English in diglot form.	This recommendation has been accepted with the modification that all Government publications should be printed in diglot form, as far as possible.
16.7(c)	More Hindi posts are required to be created at each level.	This Recommendation has been accepted. All Ministries/ Departments and offices are directed to comply with the orders issued regarding minimum Hindi posts, keeping in view the relevant orders of the Government issued in this regard.

S. No.	Recommendations of the Committee	Decision
16.7(d)	In service training for the officers of the rank of Under Secretary and above for enhancement of their managerial skills should be conducted in Hindi.	This recommendation has been accepted with the modification that all in-service training courses be conducted primarily in Hindi and secondarily through mixed medium.
16.7(e)	To motivate the officers serving in Central Services etc., to do their work in Hindi, eminent Hindi scholars of Universities or other eminent personalities, who could present their subject in Hindi, be invited at specially organized workshops.	This recommendation has been accepted. Prominent Hindi Scholar and eminent persons may be invited in Hindi workshops.
16.7(f)	Specific targets in respect of dictation in Hindi or for other work to be done in Hindi by the officers may be included in the Annual Programme of the Department of Official Language and it should be made mandatory for them to keep a record of this work and it should be ensured that the same is reviewed at Headquarter/Ministry level.	This recommendation has been accepted with the modification that officers provided with stenographic assistance may utilize their services fully. Department of Official Language may prescribe targets in the Annual Programme for giving dictation in Hindi by the officers.
16.8(a)	Legislative Department, while according priority to the work of providing training of original drafting in Hindi, should start it in a time-bound manner within 3 months, so that legislative drafting could be done originally in Hindi.	Similar recommendation was also made in 5th Part of the Report of the Committee of Parliament on Official Language at recommendation No. 10. The recommendation was accepted in principle and orders were issued to the effect that "Legislative Department of the Government of India should make arrangements for imparting training to legal experts/draftsmen for drafting legal materials originally in Hindi." Legislative Department may take necessary action in the light of the recommendation.
16.8(b)	For this purpose, training should be completed within a span of six months to one year. Work of legislative drafting in Hindi should commence within 2 years from the completion of training. Setting up of an Institute for this purpose may be considered.	This recommendation is accepted in principle. Legislative Department may prepare a time bound action plan for this purpose.
16.8(c)	Special incentive may be given to those, who undertake drafting in Official Language Hindi.	This recommendation has not been accepted, as draftsmen are regular government officials.
16.8(d) 16.8(e)	Article 348 of the Constitution may be amended to enable the Legislative Department to undertake original drafting in Hindi. After the amendment of Article 348 of the Constitution, High Courts/Supreme Court should be asked to start delivering their judgements and decrees, etc. in Hindi so that large number of Government Departments, who are carrying out judicial/quasi-judicial functions, could be able to deliver orders in Hindi. At present, these departments are unable to pass orders in Hindi, because the appeal against their orders in High Courts/Supreme Courts would have to be conducted in English.	(d) & (e): These recommendations may referred to the Legislative Department with the directions to obtain the views of Law Commission of India and thereafter intimate their considered opinion on these recommendations. Final decision will be taken accordingly.

S. No.	Recommendations of the Committee	Decision
16.9(a)	Any person from outside the Government be appointed to the post of Hindi Advisor, to the Government of India; who would, not only be a permanent invitee to the Committee of Parliament on Official Language, but also be a permanent member of the Kendriya Hindi Samiti. The services of any scholar or any experienced person, as also one associated with the propagation of Hindi, should be taken for this purpose.	This recommendation is under consideration.
16.9(b)	To ensure that the daily routine work in Government Offices originate in Hindi, senior level officers may also be imparted training in Hindi. The Department of Official Language should organize workshops for Joint Secretaries and other senior officers. After organizing Hindi workshops for Ministries/Departments, similar workshops may also be organized for the senior executives of attached/subordinate offices, in order to change their attitude towards work in Hindi and to ensure that these officers take part in these workshops, their attendance should be made mandatory.	This recommendation has been accepted.
16.10	In order to ensure the availability of various Codes, Rule Books and procedural literature relating to administrative and financial matters of the Central Government offices along-with the publications of other Ministries/Departments in Hindi, the Committee of Parliament on Official Language recommends as under:	
16.10(1)	Provision should be made to seek Government permission for getting the copyright by private publishers before printing of the Government publications/material; and if such a provision already exists, a condition to the effect that the publication shall be both in Hindi and English should be included therein before the permission is accorded by the Government or any office/department. If, on the basis of size etc, printing of any book/compilation in diglot form is not feasible, in such a situation a special mention should be made on the cover page of the English addition that the Hindi version of this edition is also available with the publisher/distributor.	This recommendation has been accepted with the modification that all Government publications may be published in diglot form, as far as possible.
16.10(2)	An additional Cell may be set up under the Ministry of Home Affairs, Department of Official Language by the Government of India and be assigned the following responsibilities:—	(a) to (e): These recommendations are under consideration.

S. No.	Recommendations of the Committee	Decision
	<p>(a) This cell will ensure proper coordination among the original writing, translation and the publication work of Government publication of all Ministries/Departments and will also ensure easy availability of this published literature.</p> <p>(b) To tackle the scarcity of Hindi publications in the Ministries/Departments/Institutes relating to Research, Science and Technology field, the cell may draw a panel consisting of experts/educationists of these areas and will ensure original writing as well as standardized translation in Hindi of the required material available in other languages.</p> <p>(c) This cell will compile a list classifying all the Government publications and will bring out the same regularly. In addition to this, it will also bring out a monthly bulletin providing fresh information regarding the availability of new Hindi publications and the sources from where these are available.</p> <p>(d) For this purpose the cell will create its own website and will update it with information relating to various useful software available in the market for expansion and propagation of Hindi alongwith the availability of various Government Hindi publications.</p> <p>(e) In order to ensure the availability of Hindi publications in the Ministries/Departments/Undertakings, this cell will provide all sorts of help and guidance.</p>	
16.10(3)	For effective compliance of the Official Language Policy, the Committee recommends that the Department of Official Language should bring up updated edition of the Rule Books regarding use of Hindi, biennially, and ensure appropriate planning of its circulation and distribution so that the orders and the compilations issued from time to time by the Department of Official Language become available in all the large and the small offices of the Union Government.	This recommendation has been accepted.
16.10(4)	The Committee would like to suggest that Government should undertake an in-depth study of the present system of the Publications Department and ensure appropriate steps to make it accountable to the Official Language Policy.	This recommendation has been accepted. Department of Official Language and the Publication Division, Ministry of Information and Broadcasting may take appropriate action in this regard.

S. No.	Recommendations of the Committee	Decision
16.10(5)	Arrangement of early publication of new/revised editions of the government publication duly incorporating the amendments/alterations carried out from time to time should be ensured on the pattern of Private Publications. According to information received, the printed government compilations and their amended/updated editions are printed after a gap of years, that is why they fail to prove useful and consequently the government offices wholly depend upon the private publications. The solution to this situation must be explored and a certain time limit should be fixed for printing of the updated compilations.	This recommendation has been accepted. All Ministries may ensure appropriate action in this regard on priority.
16.10(6)	To ensure easy reading of these publications, appropriate type-set, cover and other pages etc. should be on good quality paper; selected fonts for emphatic printing be used; keeping in view their utility publications may be in different sizes; a professional approach is required to be taken in the present policy.	This recommendation has been accepted. All Ministries, particularly Ministry of Urban Development, Directorate of Printing and the Publication Division, Ministry of Information and Broadcasting may ensure action in this regard on priority.
16.10(7)	For making the government Publications more accessible the number of sales counters should be increased and by making necessary change in the present policy the assistance of private book seller/agencies may be sought for this purpose.  Necessary co-ordination in Hindi translation, publications and the distribution of government literature may be established, so as to ensure their availability in every Government Office right from the Ministries to the smallest office.	This recommendation has been accepted. All Ministries, particularly Department of Official Language and Controller of Printing, Ministry of Urban Development may ensure action in this regard on priority.
16.11(a)	The Committee has found that Hindi is being taught up to middle standard in one or the other way in almost all the states. The Committee recommends that this must be continued.	This recommendation has been accepted. Ministry of Human Resource Development may take appropriate action for the continuation of teaching of Hindi in secondary schools in non-Hindi speaking states.
16.11(b)	Extensive efforts should be made in order to raise the level of Hindi in Non-Hindi speaking Union Territories.	This recommendation has been accepted. Ministry of Human Resource Development may take necessary action in this regard.
16.11(c)	The education of Hindi in all the States and Union Territories situated in Region 'B' and 'C' be started from the primary level and be made compulsory up to Class Tenth. Passing Hindi subject obtaining prescribed marks be made mandatory. Arrangements should be made to teach Hindi as an optional subject up-to class 12th level. Appropriate provisions for Hindi Education be made in the next Five Year Plan. For this purpose,	This recommendation has been accepted in principle. Education is included in the concurrent list. Hence, Ministry of Human Resource Development may take appropriate action after consultation with the State Governments in this regard.

S. No.	Recommendations of the Committee	Decision
	necessary assistance to the State Govts. should be provided by the Central Govt.	
16.11(d)	Present arrangement of Language(s) relating to mutual correspondence among the State Governments situated in Region 'A', 'B' and 'C' States and the Union Government should be continued.	This recommendation has been accepted.
16.11(e)	Hindi Departments should be opened for Higher Education and Research in the Universities of Non-Hindi speaking States, where no such Hindi Departments are in existence. In this regard initiative should be taken by the Ministry of Human Resources Development and the University Grants Commission.	This recommendation has been accepted in principle, Ministry of Human Resource Development may take necessary action to implement this recommendation.
16.12(a)	In the context of disinvestment, the Committee recommends that the status-quo with regard to the Official Language policy should be maintained in these enterprises irrespective of the government's large or small shareholding in them.	Department of Official Language may consult with the Ministries regarding this recommendation.
16.12(b)	Correspondence in Hindi with the Govt. should be made mandatory for those MNC's as well as Domestic Companies who use Hindi to publicise and promote the sale of their products. At the same time the Government should also respond in Hindi.	Department of Official Language may consult with all concerned.
16.12(c)	The description on Indian goods meant for sale in foreign countries should compulsorily be given in Hindi along-with the foreign languages.	This recommendation has been accepted in principle.
16.13(a)	Since the officers & employees, using the computer in English can be trained for using the computer in Hindi, within a maximum period of two weeks, therefore, all the officers/employees should be imparted training to use the computer in Hindi, within a period of two years.	All Ministries may make efforts to implement this recommendation.
16.13(b)	An 'Information Technology mission' should be set up under the aegis of the I.T. Ministry to undertake R & D projects in Hindi software. This "I.T. Mission" should also coordinate with other Government of India Departments using complex network systems viz. Railways, Posts, Banking, Telecom, Civil Aviation, Power etc. so that they can also develop their specialized software packages in Hindi.	This recommendation has been accepted. Ministry of Communication and Information Technology may take necessary action in this regard.
16.13(c)	The I.T. Ministry should also play a nodal role to ensure that all Govt. of India departments are introducing and using only that software which can be used in Hindi.	This recommendation has been accepted. Ministry of Communications and Information Technology may take necessary action in this regard.

M.L. GUPTA

JOINT SECRETARY TO THE GOVERNMENT OF INDIA

**ORDER**

Ordered that a copy of this resolution be sent to all the Ministries and Departments of the Government of India, all State Governments and Union Territories, the President's Secretariat, the Vice-President Secretariat, the Cabinet Secretariate, the Prime Minister's Office, the Planning Commission, the Comptroller and Auditor General of India, the Lok Sabha Secretariat and the Rajya Sabha Secretariat, the Registrar General of the Supreme Court of India, the University Grants Commission, the Law Commission of India, the Bar Council of India etc.

This Resolution be published in the Gazette of India for general information.

(M.L. GUPTA)

*Joint Secretary to the Government of India*