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Govt. of India
Ministry of Home Affairs
Deptt. of Official language

Loknayak Bhavan, Khan Market,
New Delhi-3 Date September,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 of 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 their 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 recommendations of the committee have 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 Committees 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. Similarly 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 agreed 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.

“This 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 service 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 in spite 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, 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 its 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 and Undertaking offices 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 at least 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-2003-2004, 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 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 Language 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 Controller 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

No.12021/02/2003-O.L.(Imp.2)

Date September,2004

Copy :

1. All Ministries/Departments of the Government of India for necessary action. They are also requested to bring this Resolution to the notice of their Attached/Subordinate Offices, Undertakings, Nationalised Banks, etc. under their control for information and necessary action.
2. All State Governments and Union Territories of India.
3. Office of the Registrar General of Supreme Court of India, New Delhi.
4. Law Commission of India, New Delhi
5. Bar Council of India, New Delhi
6. University Grants Commission, New Delhi. They are also requested to bring this Resolution to the notice of all the Universities of India for their information and necessary action.
7. Union Public Service Commission, New Delhi.
8. Election Commission of India, New Delhi
9. Office of the Comptroller and Auditor General of India, New Delhi
10. Banking Division, Ministry of Finance, Department of Economic Affairs, Jeevan Deep Building, Parliament Street, New Delhi.
11. Bureau of Public Enterprises, Ministry of Industry, CGO complex, New Delhi.

12. President's Secretariat, New Delhi
13. Vice President's Secretariat, New Delhi
14. Prime Minister's Office, New Delhi
15. Cabinet Secretariat, New Delhi
16. Lok Sabha Secretariat, New Delhi
17. Rajya Sabha Secretariat, New Delhi
18. Planning Commission, New Delhi
19. Director, Public Relations(Home), office of Press Information Bureau, New Delhi.
20. Parliament's Library (15 copies)
21. Joint Director (Research), Department of Official Language (for publication in Raj Bhasha Bharati)
22. Central Translation Bureau (for publication in 'Anusheelan').and its Translation Training Centre (As per list enclosed).
23. Central Hindi Training Institute and its sub-centres and offices of the Hindi Teaching Scheme (as per list enclosed).
24. Committee of Parliament on Official Language. 11, Teen Murti Marg, New Delhi.
25. Kendriya Sachivalaya Hindi Parishad, XY-68, Sarojini Nagar, New Delhi
26. Chairman, Akhil Bhartiya Hindi Sanstha Sangh, 34, Kotla Road, New Delhi
27. Director (Official Language), Ministry of Home Affairs, North Block, New Delhi.
28. All Officers/Desks/Sections of the Department of Official Language.
29. 75 spare copies for Implementation Division.

(M. L . GUPTA)
JOINT SECRETARY TO THE GOVERNMENT OF INDIA