

**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