

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. Acheivements 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.