

GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
DEPARTMENT OF OFFICIAL LANGUAGE

**LOK SABHA**  
**UNSTARRED QUESTION NO 262**  
TO BE ANSWERED ON THE 22nd JULY, 2003/ASADHA 31, 1925 (SAKA)

**NORMS OF OFFICIAL LANGUAGE**

**QUESTION**

262. SHRI RAJO SINGH:

Will the **DEPUTY PRIME MINISTER** be pleased to state:

- (a) whether it is a fact that the norms regarding the creation of posts, guidelines for minimum posts, standard of works and the ratio of Hindi typists/stenos for official purposes etc. were prepared by Department of Official Language in 1987.
- (b) if so, whether the Government have reviewed the norms keeping in view the increasing number of employees in Ministries/attached/sub-ordinate offices/undertakings;
- (c) if so, the details thereof; and
- (d) if not, the time by which the new norms are likely to be fixed after the review and implemented?

**ANSWER**

MINISTER OF STATE IN THE MINISTRY OF HOME AFFAIRS AND MINISTER OF STATE IN THE  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS (SHRI HARIN PATHAK)

- (a): The norms for creation of minimum number of Hindi posts for implementation of official language policy in the Central Government offices were first issued on 27.4.1981. Instructions regarding ratio of Hindi typists/stenographers were issued on 23.3.1976.
- (b): Yes, Sir. After review, revised norms were issued respectively on 5.4.1989 and on 7.5.1997.
- (c): A statement is attached.
- (d): Question does not arise.

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**LOK SABHA**

Statement referred to in reply to Part(c) of Unstarred Question No.262 due for answer on 22.7.2003.

**(I) Revised norms for creation of minimum number of Hindi post:**

O.M.No.13035/3/88-O.L.(C) dated 5.4.1989 issued by the Department of Official Language:-

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 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 prescribed norms under the Department of O.L. O.M. No.13017/1/81-O.L.(C) dated 13.4.1987. 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 Region ‘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.

**(II) Ratio of Hindi Typists/Stenographers in the Central Govt. Offices:-**

O.M.No.14012/3/97-O.L.(P&C) dated 7.5.1997 issued by the Department of Official Language.

(a)	All the offices of the Central Govt. located In ‘A’ region.	90%
(b)	All the offices of the Central Govt. located in ‘B’ region.	66 2/3%
(c)	All the offices of the Central Govt. located In ‘C’ region.	30%