

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.