

O.M. No. 13011/8/2001-O.L (Policy & Coord.), dated 1.5.2001

Subject:— Purchase of latest dictionaries (English-Hindi and Hindi-English) and glossaries on different subjects in Ministries/ Departments/Subordinate/Attached Offices/PSUs/Autonomous bodies/Training Institutes etc.

The Department of Official Language interacted with trainees attending the three-month translation training courses run by Central Translation Bureau to make training more purposeful. Most of the trainees informed that they face problem in finding the Hindi meanings of words and concepts while doing translation work in their Ministries/Departments. Glossaries, which are important tools for looking up the meaning of words and concepts, have not been made available in many Ministries/Departments. Some Ministries are having old editions and since they do not contain the meanings of new words and concepts, are not very relevant.

2. All Ministries/Department are, therefore, requested to purchase latest and modern dictionaries and glossaries for their Libraries. They may also review and update their departmental glossaries from time to time by way of coining new words for current concepts. The Commission for Scientific and Technical Terminology may be consulted before coining the meanings of new words so that new Hindi words/concepts could be standardized. Further, with a view to encouraging the officers/employees to work in Hindi and enhancing their knowledge of Hindi language some new English words (say 50) relating to the subjects allotted to the Ministries/Departments along with their Hindi meaning and about 10-15 concepts with their Hindi meaning and definitions, may be published in each issue of their in-house Hindi

magazine. A copy of the in-house magazine may be sent regularly to the Director, Central Translation Bureau, 8th Floor, Paryavaran Bhavan, CGO, Complex, Lodi Road, New Delhi - 110 003.

3. All Ministries/Departments are requested to bring the contents of this Office Memorandum to the notice of their Attached/Subordinate Offices/PSUs/Autonomous bodies/Bank etc. so that they may purchase latest/modern Hindi-English, English-Hindi dictionaries and glossaries and ensure making them available to their employees for doing Hindi work as per requirement.