

**O.M. No. 13017/1/88-OL(C), dated 27.4.1988**

**Subject:—** Use of simple and intelligible Hindi by the translators of Central Government while doing translation from English to Hindi.

Instructions were issued vide this Department Office Memorandum No. II/13034/23/75-OL(C) dated 17th March, 1976 that while writing notes or letters, simple Hindi should be used so that it is easily understood by all. In official work only popular words should be increasingly used and while writing there should be no hesitation, whatsoever, in using popular words of other languages, wherever it is felt that the reader may find it difficult to understand a particular technical word or designation in Hindi, it would be helpful if its English equivalent is also written in brackets. A copy of the O.M. has been published at Sr. No. 127 of the Third Edition of compilation of orders regarding the use of Hindi.

2. In the meeting of the Central Hindi Committee held on 2nd December, 1987, some members expressed the view that the language to be used in Hindi translation should be simple and natural. As is evident from the above mentioned office Memorandum of 17th March, 1976, the policy of the Central Govt. from the very beginning has been that simple and intelligible Hindi should be used in official work. All Ministries/Depts. are, therefore, requested that all officers/employees concerned be instructed to use simple and intelligible Hindi while doing translation from English to Hindi in conformity with the above mentioned suggestions given at the meeting of the Central Hindi Committee, so that it can easily be understood even by those who are not proficient in Hindi. In translation not only simple and intelligible words should be used, but as far as possible, sentences should be small and instead of attempting word-by-word translation, the sense of the sentence or its part should be conveyed in the style of Hindi language. Instead of using difficult Hindi equivalents of the prevalent words of English or other languages, there should be no hesitation in writing those words in Devnagari Script. In short, efforts should be made to ensure that the language of translation is so simple that it is easily understood by common men.

3. All the Ministries/Depts. are requested to issue instructions to all their attached and subordinate offices, undertakings, banks etc. for the compliance of these orders.

**4. This Deptt. may be informed of the action taken in this regard.**