

O.M. No. 13035/3/80-OL (C), dated 27.4.1981

Subject:—Creation of minimum number of Hindi posts for compliance/implementation of Official Language Policy of the Central Government.

A number of provisions for the progressive use of Hindi for the official purposes of the Central Government have been made in the Official Languages Act, 1963 and the Official Languages (Use for the Official Purposes of the Union) Rules, 1976, made thereunder. Based on the provisions of the Act and the Rules an Annual Programme to encourage progressive use of Hindi for the official work of the Central Govt. is issued every year and all Ministries/Departments, etc. are requested to ensure compliance thereof.

2. In order to ensure compliance of the above provisions and the Official Language Policy of Government, creation of an adequate number of Hindi posts (Hindi Officer, Hindi Translator, Hindi Typists, etc.) is essential for looking after the translation work and other aspects relating to implementation in the various Central Government Offices.

3. Certain guidelines regarding the minimum number of Hindi posts so as to ensure compliance/implementation of Government's Official Language Policy were, in consultation with the Ministry of Finance (Deptt. of Expenditure) issued vide this Deptt's D.O. Letter No. E. 11015/17/73-OL (Cell), dated the 6th August, 1973. The minimum number of posts mentioned in these guidelines are as under:—

(a) For Ministries/Departments

- (1) A Senior Hindi Officer in each Ministry and a Hindi Officer in each Department.
- (2) One Senior Hindi Translator and three Junior Hindi Translators in each Ministry/Independent Department.

(b) For Attached and Subordinate Offices

- (1) A Hindi Officer for each attached/subordinate office having a strength of 100 or more employees excluding class IV staff.
- (2) One Hindi Translator for each office having at least 25 employees. An additional Hindi Translator for every 50 ministerial employees; every fourth post of Hindi Translator to be that of Senior Hindi Translator.
- (3) One Hindi Typist for each office having at least 25 employees.

4. A general ban on the creation of all new non-plan posts was imposed vide the Ministry of Finance (Department of Expenditure) O.M. No. F.7(2)-E-Coord/79 dated the 6th July, 1979 and O.M. No. F. 7(18)-E-Coord/79 dated the 7th September, 1979 and directions were given that matching savings should be indicated against expenditure to be incurred on creation of such posts. However, vide Ministry of Finance (Department of Expenditure) O.M. No. F. 7(16)-E-Coord/79 dated 3rd October, 1979 posts required for fulfilling statutory obligations were among others, exempted from the general ban imposed earlier. This exemption is also applicable to posts required for ensuring compliance/implementation of the Official Language Policy of Government. Therefore, Ministries, etc. can put up their proposals for the creation of the minimum number of Hindi posts in accordance with the above guidelines.

5. It may also be mentioned that the Ministry of Finance (Department of Expenditure) have, vide their D.O. Letter No. F. 7(7)-E-(Coord)/81 dated 11th February, 1981 issued instructions to all Financial Advisors that the general guidelines indicated in this Department's letter of 6th August, 1973 could be adopted for determining the staff needed for implementation of the Govt's Official Language Policy in various Ministries/Departments/Offices and that proposals for the creation of such Hindi posts may be considered without invoking ban orders.

6. Under the circumstances mentioned above, all Ministries/Departments are requested to review the position of posts available in the Ministries/Departments, proper and in their attached and subordinate offices or implementation/compliance of the official language policy of Government with reference to the guidelines indicated in this Department's letter of 6th August, 1973, and to intimate prompt action for the creation of new posts, where minimum staff is not available. Proposals for posts in excess of or higher than those mentioned in the guidelines could also be made on the grounds of adequate justification for their creation/work study.

7. The Ministry of Agriculture etc. are requested to bring this clarification to the notice of their attached and subordinate offices and to direct them to take appropriate action in this regard.