

O.M. No. I/14011/1/96-O.L. (Policy-I), dated 12.7.1996

Subject:— Making House-magazine and news-letters more useful and effective.

The Department of Official Language *vide* its O.M. No. 20034/13/70-Patrika (Unit) dated 18.7.1985 had requested or news-letters are brought out by them only in English, it would be incumbent on them to publish these in Hindi as well and that it should be ensured that the number of pages containing Hindi articles is in no way less than those of English.

2. It has been brought to the notice of the Department of Official Language that despite these instruction of Department of Official Language, many Offices/Organisations are still bringing out house magazines in English and in Hindi language separately. Same is the case with news-letters. Even the names of these magazines and news-letters are different for Hindi and English editions.

3. After due consideration of the matter, it has now been decided that while publication of house magazines/news-letters by the offices/organisations of the Union Government wherever these are published only in Hindi is welcome as that strengthens the environment for working in Rajbhasha Hindi, yet wherever house-magazines and news-letters are published only in English, it will be obligatory to publish these bilingually (in Hindi and English). Bilingual house-magazines/news letters should have equal allocation of pages for the two languages and they should be brought out in one single cover and name. The design of the cover page should also be bilingual. In these publications information, including information regarding the working of the organisations/offices should be published in both the languages uniformly.

4. In areas, where regional languages are also being used besides Hindi and English the magazines may also be brought out trilingually. The trilingual magazines should also be brought out under a single cover and it should be ensured that their cover designs are trilingual and that printed pages in all the three languages. (Regional language, Hindi and English) are more or less equal.

5. A copy of the house magazine/news-letter should continue to be sent regularly to the Secretary/Joint Secretary, Department of Official Language.