

**O.M. No. 14012/11/87-O.L. (C), dated 1.7.1988**

**Subject:**— Option for answering in Hindi the question papers of the Departmental examinations conducted for promotion in Central Government services or to Central Govt. posts—Translations of relevant books.

Instructions were issued vide this Department O.M. of even No. dated the 21st September, 1987 on the subject cited above that the candidates may be permitted to use either Hindi or English for answering question papers of all the in-service departmental examinations and examinations conducted for promotion including those conducted on all India basis in all the Ministries/Departments and their attached and subordinate offices, irrespective of the region in which they are situated. It was also stated that all the question papers for these examinations may be got prepared both in Hindi and English and where interview is prescribed the candidates may be allowed to answer the questions in Hindi. These instructions are also applicable to all the corporations, undertakings and banks etc. owned or controlled by the Central Government.

2. This matter was considered at a Seminar of Secretaries to the Govt. of India held on the 7.01.1988 and it was recommended that all the Codes, Manuals or other books which are used for departmental and promotional examinations should be got translated into Hindi within a year, so that the employees who opt for Hindi medium in these examinations do not face any difficulty.

3. All the Ministries and Departments of the Central Government are requested to have such arrangements made expeditiously for departmental and promotional examinations conducted in their attached and subordinate offices and the companies, corporations, banks etc. and to issue instructions that the books required to be translated be got translated immediately. Information regarding Codes, Manual etc., already sent to Central Translation Bureau or Official Language Wing of the Legislative Department for translation and which are to be used by the employees appearing in the departmental or promotional examinations, should immediately be sent to the Central Translation Bureau/Official Language Wing of the Legislative Deptt., so that their translation could be attended to on priority basis. Such codes, manuals and other procedural literature will be given priority as follows:

- (1) Which are to be used for training programmes.
- (2) Which are to be used in the Departmental examinations.
- (3) Non-availability of the Hindi version of which causes hindrance in the Departmental work.
- (4) Non-availability of the Hindi version of which has resulted in the stoppage of printing work.
- (5) Which have been amended but the amendments have not been translated.

All the Ministries and Departments of the Central Government are requested to make expeditious arrangements for having such codes, manuals and other books etc. translated into Hindi as are used for Departmental and promotional examinations conducted in their attached and subordinate offices and the companies, corporations and banks etc. controlled by them. Available codes, Manuals and other procedural literature should be reviewed and should be sent for translation to the Central Translation Bureau. In case of the manuals, codes etc. which are either being compiled or revised, the Central Translation Bureau will accept such code etc. in parts or chapterwise for expeditious translation. The material sent would be translated by the Bureau in order of priority as indicated above.

4. It is requested that the Department of Official Language may be apprised of the action taken in this regard.