

No.13015/1/91-OL-D(Vol .III)
Government of India
Ministry of Home Affairs
Department of Official Language

Lok Nayak Bhawan, Khan Market,
New Delhi, dated 5 January, 2005

OFFICE MEMORANDUM

Subject: - Prescribing requirement of possession of knowledge of Hindi during the period of probation-Implementation of the recommendation of the Committee of Parliament on Official Language.

The undersigned is directed to invite the attention of Ministries/Departments of the Government of India to the Department of Personnel and Training O.M.No. 21011/1/96-Estt. (C) Dated 13th August, 2004 on above subject conveying the acceptance of the Government to the following recommendations made by the Committee of Parliament on Official Language in para 22(G) of its report (Part III): -

“According to the Official Language Resolution, 1968 passed by the Parliament, recruitment rules of all posts should be reviewed with a view to examining whether it is necessary to have the knowledge of English or Hindi or both at the time of recruitment. Where for a particular post, the knowledge of a particular language is not essential, the option of English or Hindi should be given to the candidate and if at the time of recruitment he does not have the knowledge of Hindi, a provision should be made in the rules requiring him to acquire the same during his probation period.”

2. Some Ministries have sought clarifications about the standard upto which Central Government employees should acquire the knowledge of Hindi during the probation period. In this regard it is clarified that this Department, vide O.M.No.3/18/68-H dated 21st September 1968, have issued instructions laying down the following broad principles to be kept in view: -

(i) The Central Government employees for whom educational qualification prescribed is Matriculation or below and who are not required to do any ministerial work in offices, write notes or deal with correspondence (e.g., staff car and engine drivers, record sorters, electricians, fitters, gestetner operators, postmen, telephone operators, etc.) may qualify in ‘Probodh’ examination only.

(ii) The Central Government employees who are generally not required to do any ministerial work themselves but have to be conversant with Hindi to be able to attend to correspondence and reports etc. in that language (e.g. Doctors, Scientists, Supervisory staff in workshops and laboratories, etc.) may qualify upto ‘Praveen’ examinations only.

(iii) The Central Government employees, who have to do ministerial work, record notes or deal with correspondence must qualify upto 'Pragya' examination.

3. It is requested that all Ministries/Departments may review the duties of various posts under their control, keeping in view the above guidelines, so as to prescribe the course of study in Hindi, which each category of staff should qualify during the probation period. The action taken in this regard may please be intimated to Central Hindi Training Institute, a subordinate office of this Department (at the address: Director, Central Hindi Training Institute, 7th floor, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi-110003).

(S.Ramanan)

Under Secretary to the Government of India.

To,

All the Ministries/Department and Attached/Subordinate offices of the Government of India.

No.21011/1/96-Estt. (C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, dated the 13th August, 2004

OFFICE MEMORANDUM

Subject: Prescribing requirement of possession of Knowledge of Hindi during the period of probation- Implementation of the recommendation of the Committee of Parliament on Official Language.

The undersigned is directed to say that Committee of Parliament on Official Language in para (G) of its Report (Part III) has recommended as follows:-

“ According to the Official Language Resolution, 1968 passed by the Parliament, recruitment rules of all posts should be reviewed with a view to examining whether it is necessary to have the knowledge of English or Hindi or both at the time of recruitment. Where for a particular post, the knowledge of a particular language is not essential, the option of English or Hindi should be given to the candidate and if at the time of recruitment he does not have the knowledge of Hindi, a provision should be made in the rules requiring him to acquire the same during his probation period.”

2. The above recommendation of the Committee has been accepted by the Government. All the Ministries/Departments etc. are requested to take necessary action for implementation of the above recommendation.
3. As the objective behind the above recommendation of the Committee of Parliament on Official Language is to encourage the Central Government employees to acquire the knowledge of Hindi during the period of probation without any element of coercion, no penalty should be imposed on the candidates who do not acquire the required knowledge of Hindi during their probation period, so that the candidates learn Hindi willingly during their probationary period.
4. The progress with regard to implementation of the recommendation of the Committee may be reported to the Department of Official Language.

Sd/-
(Smt. Pratibha Mohan)
Director

To

All Ministries/Departments of the Government of India and their Attached
and Subordinate Offices.