

No. 11034/11/2025-OL(Policy)
Government of India
Ministry of Home Affairs
Department of Official Language

4th Floor, NDCC-2 Bhawan,
Jai Singh Road, New Delhi-110001

Dated 17.08.2026

Office Memorandum

Subject: Inclusion of New Function in the existing Mandate of the Department of Official Language -reg.

With a view to ensuring compliance of the constitutional and legal provisions regarding official language and to promote the use of Hindi for the official purposes of the Union, the Department of Official Language was set up on 26 June, 1975 as an independent Department of the Ministry of Home Affairs. Since then, this Department has been making efforts for accelerating the progressive use of Hindi for the official purposes of the Union.

2. With the approval of the competent authority on the subject cited above, the following new function is hereby included in the existing mandate of the Department of Official Language under the Government of India (Allocation of Business) Rules, 1961:

‘To make arrangements for training in Hindi language, Hindi typing and Hindi shorthand for the employees of State Governments including autonomous and local Self-Government Institutions on demand basis’

Dr. Nidhi Pandey

(Dr. Nidhi Pandey)

Joint Secretary to the Government of India

Telephone: 011-23438130

To:-

1. Director, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, New Delhi, for necessary action regarding OM No. 21034/51/2024-OL(Training) dated 14.07.2026 and Central Hindi Training Institute OM No. 12031/02/2023-CHTI-1312 dated 08.07.2026]
2. Chief Secretaries of all State Governments and Administrators of Union Territories
3. Secretaries of all Ministries and Departments of the Government of India
4. President's Secretariat, New Delhi
5. PMO, New Delhi

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6. Cabinet Secretariat, New Delhi
7. NITI Aayog, New Delhi
8. Comptroller and Auditor General of India, New Delhi
9. Director of Accounts (Central Revenue), New Delhi
10. Lok Sabha Secretariat, New Delhi
11. Rajya Sabha Secretariat, New Delhi
12. Parliament Library (15 copies)
13. Director, Public Relations (Ministry of Home Affairs), Press Information Bureau, New Delhi, with request to issue a Press Note in this regard.
14. All Officers/Sections of the Department of Official Language
15. Principal Staff Officer to the Secretary, Department of Official Language
16. Senior Technical Director (NIC), Department of Official Language: For uploading on the Department of Official Language website.

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(Dr. Nidhi Pandey)

Joint Secretary to the Government of India