

Presidential Order on the recommendations made by the Committee of Parliament on Official Language in the Second Part of its Report

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language) Resolution No. 12015/34/87—OL(TC), dated 29th March, 1990

The Committee of Parliament on Official Language was constituted under Section 4(1) of Official Languages Act, 1963. The Committee submitted its Second Report to the President in July, 1987 making recommendations about the mechanical facilities in Devanagari in Government Offices. In accordance with Section 4(3) of the Official Languages Act, 1963 it was laid on the table of the Lok Sabha on 29th March, 1988 and the Rajya Sabha on 30th March, 1988. Its copies were sent to the Governments of States and Union Territories. Since the recommendations are related to the work being done in various Ministries/Departments, they were also consulted in this regard. After taking into consideration the views of the Governments of States and Union Territories, it has been decided to accept most of the recommendations of the Committee either in full or with some modifications. Therefore, in accordance with Section 4(4) of the Official Languages Act, 1963 the undersigned is directed to convey the orders of the President, regarding the recommendations contained in the Report of the Committee, as follows :—

- (1) The Committee has recommended that
 - (a) by 1990, the percentage of Devanagari typewriters should be at least 90% in offices located in region "A", 66 $\frac{2}{3}$ % in offices located in region "B" and 25% in offices located in region "C". This is applicable to pin-point, bulletin, portable and electric typewriters also besides ordinary typewriters.
 - (b) It should also be ensured that every office has at least one Devanagari typewriter and purchase of additional typewriters should be made according to the percentages proposed above.

The recommendation of the Committee has been accepted with the modification that the Department of Official Language may issue orders for attaining the targets proposed by the Committee by the end of 1994-95. In the light of the recommendations of the Committee, the previous instructions of the Department of Official Language that, every office should have at least one Devanagari typewriter, may be reiterated in these orders and it should be ensured that the targets prescribed by the Committee are achieved by the end of 1994-95 by increasing the existing number of Devanagari typewriters every year by about 20%. The arrangements for training in Hindi stenography and Hindi typing may also be made accordingly. These targets should also be reflected every year in the annual programme for the implementation of the Official Language policy.

- (2) Regarding the typewriters the Committee has recommended that
 - (a) The research and development of the electronic typewriters would be encouraged so that only Devanagari electronic typewriters can be manufactured in the country as early as possible and when these are available, the demands of the offices located in region 'A' and 'B' for these typewriters can be met as early as possible. The Government should give special concession in the excise duty to promote the manufacture and use of these typewriters.

The recommendation has been accepted. The Department of Electronics and Ministry of Industry may take necessary action for its implementation.

- (b) It should be ensured that till such time as only Devanagari electronic typewriters are manufactured, all the offices should purchase only such electronic typewriters as have the facility of typing in Devanagari also along with English.

Orders have already been issued by the Department of Official Language on 15th June, 1987 to the effect that only bilingual (Hindi-English) electronic typewriters should be purchased in all the Central Government Offices. In view of the recommendation of the Committee the Department of Official Language while reiterating these orders may request all the Ministries/Departments to ensure that till such time as only Devanagari electronic typewriters are manufactured all the offices should purchase only such electronic typewriters as have the facility of typing in Devanagari along with English.

- (3) Regarding training in Hindi stenography and typewriting the Committee has recommended :
 - (a) it should be ensured that the services of all the employees trained in Hindi stenography and Hindi typing are full utilised.

The Department of Official Language may issue orders that all the Departments etc. should make optimum use of the services of employees trained in Hindi typing and Hindi stenography in Hindi work and wherever sufficient number of Devanagari typewriters are not available for these persons, additional Devanagari typewriters should be purchased immediately and if there are any other reasons due to which the services of trained employees are not being utilised for Hindi work, these reasons should be immediately removed.

- (b) All the employees, who have not been trained in Hindi typing or Hindi stenography, should be given this training by the end of 1990 according to a time bound programme so that they can do the work of Hindi typing or Hindi stenography as required.

This part of the recommendation has been accepted with the modification that all the employees yet to be trained in Hindi typing and Hindi stenography should be trained by the end of 1994-95 under a time bound programme. For this purpose, it would be necessary to raise the targets for Hindi stenographers and Hindi typists in Annual Programme drawn up by the Department of Official Language by about 20% every year.

- (4) The Committee has recommended that the existing arrangements for training in Hindi typing and Hindi stenography should be further strengthened. At present facilities for this type of training are very limited. These facilities are practically non-existent in non-Hindi speaking areas. Training Centres of the Hindi Teaching Scheme should be opened wherever this training is not available in private institutions. If it is not possible to open large number of such training centres then the employees concerned should be sent for some time to selected training centres for intensive training in this field.

The recommendation of the Committee has been accepted and the Central Hindi Training Institute may take the following steps in this regard immediately :

- (a) A survey of the untrained manpower in various field and the existing facilities in the light thereof.
- (b) Opening of full-time and part-time training centres under the programme for expansion in training during the 8th Five year Plan.
- (c) To get the Government employees trained in the training centres run by the State Government or private institutions, wherever possible.
- (d) Full-time training and arrangement of crash-courses for intensive training in selected centres.

In addition to this, the Department of Official Language may inform all the Ministries/Department that at all places where the number of employees is not sufficient for opening full-time or even part-time training centres and where training facilities by voluntary organisations are also not available, approval to the employees being trained in Hindi stenography and Hindi typing in private institutions, like private commercial institutes and for reimbursement of the expenses incurred by the employees on this training should be given by the office concerned. At the same time, all the offices may be informed that every office should have at least one typist trained in Hindi typing. Wherever it is feasible and it is necessary to do so the trained typist should be used for training other untrained employees in Hindi typing and for doing this additional work, he should also be given some honorarium by the Head of Office as per rules.

- (5) The Committee has recommended that
 - (a) The syllabus for Hindi typing and Hindi stenography should be reviewed from time to time and keeping in view the latest technical developments qualitative improvements should be made therein so that these typists are able to work on electric and electronic typewriters also without any difficulty.

This recommendation has been accepted. For implementation of this recommendation, the Central Hindi Training Institute may run specialised training programmes at some selected centres in which training in use of electronic typewriters should be imparted. Initially, this training should be given to the typists of only those offices where at least one electronic typewriter is available or it has been decided to purchase an electronic typewriter. In addition wherever bilingual electronic typewriters have been installed, training for work on electronic typewriters can also be imparted by the concerned firms. The offices which have purchased bilingual electronic typewriters should request the companies in this regard.

- (b) Similarly refresher courses should be arranged from time to time for telex and teleprinter operators also.

This recommendation has been accepted. For its implementation the Department of Telecommunication and the Central Hindi Training Institute may run special training programmes and for this purpose a time bound scheme should be expeditiously prepared and implemented.

(5) Regarding the Addressograph Machines, the Committee has recommended that

- (a) In the offices located in region "A" and "B" Devanagari embossing machines should be installed with the Bradma Addressograph.

The recommendation has been accepted, The Department of Official Language may issue orders for its implementation. There are many big offices in region "C" which have considerable correspondence with offices located in region "A" and "B" Therefore, the provision of bilingual addressograph should be made in these offices also. Accordingly the "C" region should also be included in the ambit of these orders.

- (b) Arrangements should be made for training the employees' working on these machines in both Hindi and English.

The employees working on addressograph should have knowledge of Hindi. The companies providing the addressograph machines should be asked to give the necessary training to such employees for working on addressograph in Hindi.

(7) Regarding Teleprinter/telexes, the Committee has recommended that :

- (a) In all the offices in region 'A' and 'B' where only Roman teleprinters have been installed, Devanagari teleprinters should also be installed by June, 1988.

This recommendation has been accepted with the modification that since bilingual teleprinter/telex machines have since been developed and are also being manufactured on commercial basis, it would be appropriate that the Roman teleprinters are replaced by bilingual telex machines.

- (b) At the same time, development of Devanagari and Roman bilingual electronic teleprinters and telex should be expedited. It should be ensured that there is no delay in its development and after its successful testing, bilingual electronic teleprinters should be installed in place of the existing Roman electronic teleprinters. This work should be completed by the end of 1988.

This recommendation has also been accepted with modifications. The development of a bilingual telex machine has also been completed and the time limit for replacing the existing Roman electronic teleprinter with bilingual electronic telex machines by the end of year 1988 has also expired. Therefore, the Department of Telecommunications may raise the production capacity of English-Devanagari, bilingual telex machines and also ensure that in the next three years i.e. by 30-9-1993, all the teleprinters/telexes in Government offices are bilingual. The Department of Telecommunications may draw a time bound plan for this so that while on one hand the bilingual telex machines should be available in offices at the earliest on the other hand these are mainly used in Devanagari only.

- (c) Teleprinter operators should compulsorily be given training in working in Hindi.

The recommendation for training the teleprinter operators in Hindi has been accepted. The Department of Telecommunications may arrange Hindi training of the telex operators also. For this also it should draw up and implement a time bound plan. In addition arrangements for training the telex operators at the Central Hindi Training Institute may also be made.

- (8) The Committee has recommended that the Government should act strictly in the matter of purchase of computer systems and word processors etc. capable of working in Devanagari and no relaxation should be given in this matter. This should be monitored in the Department of Official Language at the highest levels. Quarterly reports should be obtained from all the Ministries regarding the computer system installed by them.

For the implementation of this recommendation, the orders issued by the Department of Official Language on this subject on 31-8-1987 may be reiterated and all the offices requested to act strictly in this regard. Although information about computer systems etc. is already incorporated in the Quarterly Progress Report regarding progressive implementation of the official language policy yet the Department of Official Language may conduct a survey in this regard in accordance with the recommendation of the Committee and further action may be taken on the basis of this survey.

- (9) The Committee has recommended that the Department of Electronics should set up an organisation which can make recommendations to the Government regarding development and manufacture of various electronic and mechanical facilities keeping in view the use of Hindi in them. This organisation can also find out as to what can be done for expediting the development and manufacture of such equipment in public and private sectors.

The recommendation of the Committee has been accepted. The Department of Electronics may set up a cell in the Computer Development Division which should make recommendations to the Government regarding development and manufacture of various electronic and mechanical facilities keeping in view the use of Hindi in them and also find out as to what can be done for expediting the development and manufacture of such equipment in public and private sectors. The Department of Electronics may also set up a Working Group which should include the representatives of the Department of Official Language and the National Informatics Centre. The Working Group may consider these two issues and submit its report within one year. The special cell of the Computer Development Division of the Department of Electronics may take effective steps on this report in close coordination with the Department of Official Language.

- (10) The Committee has recommended that the development and manufacture of hardware and software for computer systems in Devanagari should be undertaken on priority basis and a software should be developed through which it should be possible to do processing in Devanagari only.

This recommendation of the Committee has been accepted. The Department of Electronics may ensure that the development and manufacture of hardware and software for computer system in Devanagari, is undertaken on priority basis so that data processing in Devanagari only is also possible. The plan for Technology Development Mission for Indian Languages proposed by the Department of Electronics may be implemented expeditiously and the work completed within a fixed time-frame.

- (11) The Committee has recommended ensuring that facilities are provided for imparting training in CLASS programme through the medium of Hindi. Towards this end, development of software for teaching Hindi and other subjects through Hindi medium using computers should also be done on a priority basis. The promotional and reference material about this programme should be made available in Hindi. Hindi software should be used on all the computers installed in this programme.

The recommendation of the Committee has been accepted. The Department of Education of the Ministry of Human Resource Development may work according to a time-bound programme for implementing the recommendation.

- (12) Hindi is a phonetic language. This is also a special feature of other Indian Languages. The Committee has, therefore, recommended that a technology should be developed through which it should be possible to enter text in computers through speech only, i.e., it should not be necessary to type on Roman or Devanagari keyboard for "input" on computers and it should be possible to enter data through oral pronunciation. The Department of Electronics should undertake research and necessary steps for this purpose.

This recommendation of the Committee has been accepted. The Department of Electronics may prepare a time-bound programme in which research should be undertaken for entering commands in computers orally in Hindi.

- (13) The Committee has recommended that either the line printers should be replaced by the latest laser printers, in which Devanagari printing is possible or necessary steps should be taken for development of line printers in Devanagari.

The recommendation of the Committee for making available high speed Devanagari line printers has been accepted and the Department of Electronics may encourage research, development and production in this direction. The Department of Electronics may from time to time apprise the Department of Official Language in this regard and the Department of Official Language should provide this information to banks and other institutions so that they can install the latest Devanagari printers in their offices.

- (14) The Committee has recommended that the organisation like banks, railways, airlines and defence establishments, which use large number of computers, should ensure that Hindi software for their requirements is developed and produced on priority basis.

This recommendation of the Committee has been accepted. The Department of Official Language may obtain the latest information on this subject from the Department of Electronics and inform various Government offices and institutions and also direct them to prepare time-bound schemes for development of software.

- (15) Regarding installation of Devanagari terminals on computers the Committee has recommended that :

- (a) Devanagari terminals should be installed immediately on all the computers which have the capability of working on Roman only.

This recommendation of the Committee has been accepted. The Department of Official Language may inform all the Government offices about the latest technology of installing GIST terminals or cards in computers and ask them to prepare time-bound programmes for installing GIST technology or cards in the existing Roman computers.

- (b) In the Departments where computers are very old and it is not possible to provide bilingual capability due to technical reasons, it would be more useful in terms of costs to replace these machines by the latest bilingual computers.

This recommendation of the Committee has been accepted. The Department of Official Language may bring this recommendation to the notice of all the Government offices and ask them to implement it.

(16) The Committee has recommended that :

- (a) The Department of Electronics should allow installation of only those computers which have the facility of processing and printing in Hindi.

The recommendation of the Committee has been accepted. The Department of Electronics may take necessary action for its implementation.

- (b) The Department of Electronics should also see whether Devanagari terminals are available on the computers provided by them to other departments. Arrangement for installing Devanagari terminals and Devanagari printing, should be made wherever such terminals have not been installed.

The National Informatics Centre (Planning Commission) may implement this recommendation of the Committee so that arrangements are made for providing Devanagari terminals and Devanagari printing on the Computers provided by them to other Departments.

- (c) The Department of Electronics should get the books relating to computers published in Hindi and provide these to all the Departments and the offices where computers have been installed by them.

The National Informatics Centre may contact the Department of Electronics and implement this recommendation of the Committee so that books relating to computers are published in Hindi also and provided to all the Departments and offices where computers have been installed by them.

- (17) The Committee has recommended that efforts should be made to utilise computers for translation work of technical or simple nature.

The recommendation of the Committee has been accepted. For its implementation on the Department of Electronics may prepare and start expeditiously a project regarding translation from English and other foreign languages to Hindi and other Indian languages through computers.

- (18) The Committee has recommended that a small, low cost practical computer vocabulary in Hindi should be prepared. It should be reviewed from time to time so that the new words which come up due to continuous research going on in this field are also incorporated in it.

The Commission on Scientific and Technical Terminology has prepared a practical computer vocabulary and a book has also been published on this subject. Therefore, this recommendation of the Committee has been implemented. However, the Commission on Scientific and Technical Terminology may take action on the second part of the recommendation at the appropriate time in future.

- (19) The Committee has recommended that Devanagari characters should also be engraved on the keyboards of word processors and electronic typewriters. The manufacturing companies should be ordered to engrave the Devanagari command on the command keys also.

The Department of Industry may take necessary action on this recommendation and in this regard the Department of Official Language may also write to the companies manufacturing keyboards. In addition, the Department of Official Language may issue directions to all the Departments that they should purchase only those computers which have all the commands on their keyboards in bilingual form.

(20) Regarding installation of bilingual equipment the Committee has recommended that :—

- (a) The offices and undertaking should not purchase only roman computers, word processors and teleprinters etc. but purchase only those machines which have bilingual facilities.

Order to the effect that in Government offices only such computers, word processors and teleprinters, as have the facility of Devanagari should be purchased had already been issued on 30-5-1985. These may be reiterated.

(b) The Department of Electronics should be made a check-point for purchase of computers, word processors etc.

The recommendation of the committee has been accepted with the modification that the check-point for purchase of computers and word processors would be the Administrative Division of every Department and the check-point for any relaxation in this matter would be the Department of Official Language.

(c) The Department of Telecommunications should be made a check-point for purchase of telex/teleprinters.

The recommendation of the committee has been accepted. The Department of Telecommunications may take necessary action in this regard.

(21) The Committee has recommended that the Department of Electronics should develop software for use of Hindi in common items of work, being done in different Government departments like pay bills etc. so that the facility of working on computers in Hindi may be available to all the Departments.

The recommendation of the Committee has been accepted. The Department of Electronics and National Informatics Centre may take necessary action in this regard.

(22) The Committee has recommended that arrangements should be made under which the equipment, like computers etc. capable of working in bilingual form are available at a relatively lower price and in any case their cost should not be more than that of machines capable of working in Roman only.

The recommendation of the Committee has been accepted and the Department of Electronics may make arrangements, by way of concession in Excise duty etc. so that in any case the cost of bilingual computers etc. is not more than that of machines capable of working in Roman only.

(23) The Committee has recommended that the Department of Official Language should be reorganised in such a manner that there is no difficulty in proper implementation of the official language policy. Department of Official Language should be strengthened and provided with all resources.

The recommendation of the Committee has been accepted.

(24) The Committee has recommended that the Electronics Corporation of India Ltd., Hyderabad should immediately develop software for telegram system, to remove the difficulty in sending Devanagari telegrams in the absence of Devanagari software.

This recommendation has been accepted. The Department of Telecommunications may take immediate action for its implementation.

(25) As the telegram is also a form of correspondence, the Committee is of the view that all official telegrams to the Central Government Offices, State Governments and their offices and other individuals etc. in regions 'A' and 'B' and notified offices located in region 'C' should be sent in Devanagari only.

The recommendation has been accepted with the modification that all the telegrams from the offices, located at the places where the facility of sending telegrams in Devanagari is available, should be sent in Hindi only as per the targets prescribed by the Department of Official Language every year.

(26) The Committee has recommended that the standardisation of the Devanagari keyboards for the computers should be completed by the end of 1987.

This recommendation of the Committee has already been implemented.

(27) Regarding incentives, the Committee has recommended that :

(a) The employees who know English typing and stenography and learn Hindi typing and stenography and do their work in Hindi are given special incentive of Rs. 20 and Rs. 30 per month respectively, which is very meagre and unattractive. This should be increased to Rs. 100 and Rs. 200 respectively.

- (b) The teleprinter and computer operators should also be paid some incentive for doing work in both languages. This incentive should be given for a fixed period say five years so that the concerned officials get experience of working in both languages during this period.

Special incentive for Hindi typing and stenography along with Roman has been increased from Rs. 20 and Rs. 30 respectively, to Rs. 40 and 60. Orders to this effect were issued on 16-7-1987. The Department of Official Language may again send the proposal relating to increase in incentives in accordance with the recommendations of the Committee to the Ministry of Finance and the computer and telex operators may also be included in its purview. The recommendation of the Committee that this incentive should be given for a fixed period of say five years may be reconsidered after five years.

- (28) The Committee has recommended to ensure that all publications of the Government of India are brought out in bilingual form simultaneously. It is necessary that proper arrangements for printing in both Hindi and English are available in all the Government presses and the quality of Hindi printing should not be in any way inferior in comparison to English printing. It is also necessary that the officers and staff engaged in printing work, viz. compositors, proof readers etc. possess requisite training and experience for doing work in the Hindi Language.

This recommendation of the Committee has been accepted. The Directorate of Printing may take necessary action in this regard.

- (29) Orders regarding purchase of a certain percentage of Devanagari typewriters in different areas and provision of at least one Devanagari typewriter in each office as well as purchase of only those electronic devices/equipment that are capable of giving output in both Hindi and English languages have been issued by the Department of Official Language. But these orders have not been complied with properly by the various Ministries/Departments/Offices and undertakings etc. thereby hampering the pace of use of Hindi as the Official Language and promoting the use of English Language. The Committee has recommended that in terms of Rule 12 of the Official Language Rules, stern action be taken against the Heads of Departments who have failed to properly comply with the orders on the subjects issued by the Department of Official Language.

The recommendation of the Committee has been accepted. For its implementation, the attention of all the offices may be drawn towards this recommendation and they may be asked to strictly comply with the orders issued from time to time in this regard by the Department of Official Language.

- (30) The Committee has recommended that in regions "A" and "B" where bilingual equipments are installed these should be used mainly for doing work in Hindi in accordance with the rules regarding the official language. For this purpose strong and effective check-points should be prescribed and provision made for action against those violating them.

The recommendation that in regions "A" and "B" where bilingual equipments are installed these should be used mainly for doing work in Hindi in accordance with the rules regarding the Official Language and that for this purpose strong and effective check-points should be prescribed and provision made for action against those violating them has been accepted and the Department of Official Language may issue directions in this regard.

Sd/-

(N. K. MAHAJAN),
Joint Secretary, Government of India