

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

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language) Resolution No. 12019/10/91-O.L. (Int.) dated the 28th January, 1992

The Committee of Parliament on Official Language was constituted under section 4(1) of the Official Languages Act, 1963. After visiting various Ministries/Departments and their attached/subordinate Offices/Undertakings/Institutes etc. and after having discussions with renowned and eminent persons, the three sub-committee of this Committee have brought out the present position regarding the use of Hindi language. After analysing these inspections and the up-to-date information available in this regard, the Committee submitted Part IV of its Report to the President in November, 1989, making recommendations for the progressive use of Hindi in the Offices of Central Government and also for proper implementation of the Official Languages Act and the rules made thereunder. According to Section 4(3) of the Official Languages Act, 1963, this part of the Report was placed before both Houses of Parliament in August 1990. Copies of this Report were sent to the Governments of the States and the Union Territories to elicit their opinion. Since the recommendations are in the context of progressive use of Hindi/implementation of Official Language policy in various Ministry/Departments and their attached/subordinate offices, Undertaking, Institutes etc. the views of various Ministries/Departments were sought in this regard. After considering the views received from the Governments of the States and Union Territories and also those received from various Ministries/Departments, it was decided to accept most of the recommendations made by the Committee in their original form or with some modifications. Accordingly, the undersigned is directed to convey the following orders of the President with regard to the recommendations made by the Committee under Section 4(4) of the Official Languages Act, 1963.

(1) Inspection and Monitoring

The Committee has recommended that it is necessary to strengthen the inspection and monitoring arrangements for effective implementation of the Official Language Policy. For this purpose staff may be provided separately for translation work as well as for inspection and monitoring.

This recommendation has been accepted. The Department of Official Language may request all the Ministries/Departments to make proper arrangements for inspection and monitoring for the implementation of the Official Language policy and also create necessary posts for this, keeping in view the nature of their work and requirements.

(2) Information and Mental Attitude Regarding Official Language Policy

(a) Organising Hindi Workshops/Seminars/Conferences

The Committee has recommended that Seminars, Conferences, Workshops etc. may be organised from time to time for bringing out a change in the attitude of the officers/employees and for imparting them comprehensive knowledge regarding the Official Language Policy. This recommendation has been accepted.

Though a target is set in the Annual Programme issued by the Department of Official Language for the implementation of the Official Language Policy, its total compliance is not achieved. The Department of Official Language may, therefore, once again request all the Ministries/Departments to organise regularly workshops, symposium, conferences etc. and review this situation from time to time in accordance with the recommendations of the Committee.

(b) Organising Hindi Workshops

The Committee has also recommended that Hindi workshops should be organised regularly during the next 5 years in the context of recommendations made in Part III of their report so that the officers/employees could overcome their hesitation of doing work in Hindi and every Hindi knowing employee could participate in these workshops at least once in a year and could get an opportunity for the practice of doing work originally in Hindi. This recommendation of the Committee has been accepted. The Department of Official Language may request the various Ministries/Departments to organise such workshops regularly so that the officers and employees may get rid of their hesitation of working in Hindi.

(c) Organising 'All India Official Language Conferences'

The Committee has recommended that each Ministry/Department may organise All India Official Language Conference once in a year.

This recommendation of the Committee has been accepted with the modification that such conferences may be held only after the economy restrictions imposed at present by the Ministry of Finance in this regard have been lifted. The Department of Official Language may issue instructions in this connection in due course.

(3) Entries in the Confidential Reports Regarding Official Language

The Committee has recommended that a mention regarding the level of their knowledge of the Official Language Hindi and their capacity and inclination to work in Hindi may be made in the confidential reports of the officers and employees.

This recommendation of the Committee may be accepted in principle. Before giving effect to this recommendation, it may be ensured that the persons in the services of the Union Government are not placed at a disadvantage merely on the ground that they are not proficient in both Hindi and English languages.

The Department of Official Language may consult Ministry of Law and Justice and the Department of Personnel and Training to consider suitable measures in the matter.

(4) Training in Hindi, Hindi Typing and Hindi Stenography

The Committee has recommended that the recommendation made in Part-II of its report regarding Hindi Typing and Hindi Stenography and regarding Hindi Training in Part-III may be implemented at the earliest.

This recommendation of the Committee has been accepted. The Department of Official Language has issued resolutions on the recommendations made in Parts II & III of the report of the Committee. The Department of Official Language may request all the Ministries/Departments that they may chalk out a time-bound programme in accordance with the provisions of the concerned resolutions for the implementation of all the aforesaid recommendations and review it periodically so that the recommendations of Committee may be implemented at the earliest.

(5) Hindi Typewriters and other Mechanical Facilities

(a) Facilities of Hindi Typewriters etc.

The Committee has recommended that an early action may be taken on the recommendations made in part-II of their report regarding Hindi typewriters and other mechanical aids and the Government's orders in this regard may be followed seriously.

This recommendation has been accepted. The Department of Official Language has already issued resolution on the Committee's recommendations made in Part II of their report. The Department of Official Language may request all the Ministries/Departments that they may implement the Committee's recommendations made in Part II of their report in accordance with the provisions made in the resolution at the earliest.

(b) Use of Hindi in Computers, Word-processors, Teleprinters etc.

The Committee has recommended that so long as various electronic equipments, computers, word-processors, teleprinters etc. are not provided with necessary infrastructure for working in Hindi alongwith English, such equipments may not be installed and wherever computers etc. don't have software in Devanagari, such software may be made available forthwith.

This recommendation of the Committee has been accepted. Department of Official Language may request the Department of Electronics to establish check-points in this regard in order to ensure the compliance of the recommendation of the committee. Department of Electronics may take appropriate action expeditiously for providing computer softwares etc. in Devanagari wherever they have not been provided so far.

(6) Compliance of Section 3(3) of the Official Languages Act, 1963

(a) To ensure full compliance of Section 3(3)

The committee has recommended that full compliance of Section 3(3) of the Official Languages Act, 1963 may be ensured and for this, an expeditious action may be taken on the recommendations regarding such facilities as mentioned in Part I of their report and to appoint officers and staff as per the norms laid down by the Department of Official Language.

This recommendation has been accepted. The Department of Official Language may again request all the Ministries/Departments to ensure compliance of section 3(3) of the Official Languages Act.

(b) To issue documents of section 3(3) in Region 'A' only in Hindi

The Committee has recommended that documents of section 3(3) of the Official Languages Act (except for the documents required to be placed before the Parliament), in Region 'A' should be issued only in Hindi.

According to the provisions of section 3(5) of the Official Language Act, 1963, the provisions of section 3(3) shall remain in force until resolutions for the discontinuance of the use of English language for the purposes mentioned therein, have been passed by the Legislatures of all those States which have not adopted Hindi as their Official Language and until after considering the resolutions aforesaid, a resolution for such discontinuance is passed by each house of the Parliament. Therefore, at present, it is not possible to accept this recommendation of the committee.

(7) Timely Distribution and Compliance of Annual Programme

The committee has recommended that Annual Programme of succeeding financial year should be made available to various Ministries/Departments by the end of February by the Department of Official Language and all the Ministries/Departments should ensure that the copies of the said programme are sent to their subordinate offices undertakings etc. and to all the offices situated within the country and abroad, invariably by the end of April and the schedule is strictly complied with.

The recommendation of the committee has been accepted. The Department of Official Language should take action in this regard and also request Ministries/Department for the timely distribution and compliance of the Annual Programme.

(8) Official Language Implementation Committee

(a) Constitution of Committees

The Committee has recommended that Official Language Implementation Committees may, essentially, be constituted in every small and big offices, irrespective of the fact whether the number of staff working therein is more or less than 25 and the Head of the office may be nominated as its Chairman.

This recommended of the Committee has been accepted. Department of Official Language may issue directives in this regard.

(b) Organising meetings

The Committee has recommended that at least six meetings of the Official Language Implementation Committee constituted in each office should be organised during a year.

It is not feasible. Therefore, this recommendation has not been accepted. However, in view of Committee's said recommendation, the Department of Official Language may request all the Ministries/Departments to ensure convening four meetings during a year (one each in a quarter) invariably, in their departments as well as in the offices under their control and also to ensure discussions/reviews in these meetings mainly regarding progressive use of the Official Language Hindi and the implementation of Annual Programme.

(c) Hindi Advisory Committees

The Committee has recommended that a Hindi Advisory Committee should be constituted for each Ministries/Department separately. These should be re-constituted from time to time, at least four meetings should be held during a year and timely follow-up action should be taken in a concrete shape on the recommendations of the committees.

This recommendation of the committee has been accepted with the modification that a joint committee be constituted for comparatively smaller Ministries/Departments. However, separate committees may be constituted for other Ministries/Departments. The Department of Official Language may decide the policy, after reviewing the position.

9. Agenda/Minutes etc. of the Departmental Meetings/Conferences

- (a) The committee has recommended that the Agenda/Minutes and other connected material for holding meetings, conferences and seminars by every office of the Government of India should be issued invariably in both the languages i.e. Hindi and English.

This recommendation has been accepted with the modification that the Agenda/Minutes etc. and the connected material to be circulated in Region 'A' may be issued only in Hindi. The Department of Official Language may issue necessary directions in this regard.

- (b) The Committee has recommended that the persons invited in the meetings, conferences and seminars should be encouraged to express their views in the Official Language Hindi.

This recommendation has been accepted. All the Ministries/Departments etc. may request the persons invited to express their views in official language Hindi in the meetings, conferences etc.

(10) Correspondence and Telegrams in Hindi

The Committee has recommended that the letters received in Hindi should, invariably, be replied to in Hindi and the bindings laid down in the Official Language Rules relating to original correspondence should be fully complied with and the quantum of correspondence in Hindi with the Central Government offices located in Region 'C' should also be increased. The Committee has also recommended that the telegrams issued by the Central Government offices to the offices located in Regions 'A' and 'B' should be in Devanagari script and a beginning be made to send telegrams in Hindi in Region 'C' as well.

The committee's recommendation relating to replying Hindi letters in Hindi and initiate original correspondence in Hindi has been accepted. The Department of Official Language may request all the Ministries/Departments to take concrete steps to achieve the targets, in respect of Hindi correspondence, as stipulated in the Annual Programme. Those Ministries/Departments, who lag behind the set targets may evolve a time-bound programme to ensure compliance of the recommendation of the Committee within a stipulated time-limit.

The recommendation of the Committee in respect of sending telegrams in Devanagari has been accepted with a partial modification. Keeping in view the available resources, the Department of Official Language may fix the target in the Annual programme, for the telegrams to be sent to Region 'C', also on the analogy of Regions 'A' and 'B' and ensure its compliance by issuing directions to all the Ministries/Departments.

(11) Arrangement for Dictionaries, Glossaries, help and reference literature and provision of other Hindi books

The Committee has recommended that in order to create a conducive atmosphere for working in Hindi and in order to facilitate original work in Hindi. Hindi books such as English-Hindi and Hindi-English dictionaries, help and reference literature, technical glossaries, technical literature fine arts literature and all other literature in Hindi available in the market on various subjects should be widely publicized and these books should also be distributed free of cost in the Government offices. Besides, fifty per cent of the total grant should be utilised for the purchase of Hindi books. The process of identifying the useful books in Hindi should be continuously carried out by the Department of Official Language and a list thereof should be made available to all the Ministries/Departments/Offices so that they may be able to purchase Hindi books for their libraries conforming to the list.

This recommendation of the Committee has been accepted. Although instructions have already been issued by the Department of Official Language in this regard; however, in view of recommendation of the Committee, orders should be issued again reiterating the instructions given earlier so that proper compliance could be ensured.

(12) Code/Manual and other Procedural Literature

The Committee has recommended that such Ministries/Departments etc. where the Hindi translation of the manuals and procedural literature has not been completed so far, the work of translation of all such procedural literature should be completed by them within the time limit prescribed as per the order of the President contained in the Resolution, dated 30th December, 1988, of the Department of Official Language i.e. by the end of year 1991 (in the case of Ministry of Defence by 1994-95) (Since the year 1991 has passed, this target should, invariably, be achieved during the year 1992).

This recommendation of the Committee has been accepted. Directions may, again, be issued in this regard by the Department of Official Language to all the Ministries/Departments/Offices etc. that special attention may be given to the time-limit stipulated for this work. All the Ministries/Departments may also be requested that they should distribute their up-dated respective codes, manuals, forms and other procedural literature to all their offices; get the amendments done in their respective procedural literature and a complete vigil be kept on this by making the Government Press as a check point for this purpose.

(13) Rubber Stamps, Name Plates, Sign-Boards, Headings and Letters-heads, etc.

The Committee has recommended that all the offices of the Government of India, located in India or abroad, and the institutions receiving grants from the Central Government located in 'A' and 'B' regions should also ensure that their respective name-plates, rubber-stamps, letter-heads, logo etc. be prepared in bilingual form and such institutions located in 'C' region should get these items prepared in trilingual form. While getting these letter-heads, name-plates etc. prepared, it should be kept in mind that the size of letters of all the languages should be the same.

This recommendation of the Committee has been accepted. The Department Official Language may again circulate the directions issued earlier in this regard and ensure their implementation.

(14) Medium of Training

Reiterating the recommendations made in the third part of its report, regarding imparting training to the officers and employees of the Central Government through Hindi medium, the Committee has desired that these may be implemented immediately and the compliance of various Government order and instructions issued in this respect may be ensured because sufficient facilities are now available in this regard.

This recommendation, as made in part-III of the Report of the Committee, has already been accepted and the action under the Resolution of the Department of Official Language dated 4th November, 1991 has already been initiated.

(15) Option of Hindi in Recruitment Examination

The Committee has recommended that the compulsion of a question paper in English, in the recruitment examinations should be done away forthwith and it may be ensured that the provisions made in the Resolution of the Parliament dated 18th January, 1968 should be solemnly adhered to and due regard should be paid to the spirit inherent in the provisions of the said Resolution.

This recommendation of the Committee has been accepted. However, the matter pertaining to abolishing the compulsion of a question paper in English in the recruitment examinations is to be decided in consultation with Union Public Service Commission as indicated in the Resolution of the Department of Official Language dated 4th November, 1991, on part-III of the Committee's report. In this regard, the Department of Official Language may inform all the Ministries/Departments/Offices etc. as soon as a final decision is taken.

(16) Headings and Entries in the Registers and Service Books

The Committee has recommended that the headings of the registers available in all the Government offices and of the service books of all categories of officers and employees should be bilingual and the entries therein should be made in Hindi. Further, the badges/emblems etc. on the uniforms of all the Government officers and employees in all the regions should, invariably, be in Hindi also. The names to be carved on the uniforms should also be in both the languages i.e. Hindi and English. In addition, the addresses on the envelopes to be sent to regions 'A' and 'B' should, invariably, be written in Hindi.

This recommendation of the Committee has been accepted with partial modification. The entries in the registers/service books being maintained in the Central Government Offices situated in region 'A' and 'B' should be made in Hindi and such entries in the offices situated in region 'C' may, as far as possible, be made in Hindi. The instructions issued earlier in this regard by the Department of Official Language may be recirculated to all the Ministries/Departments/Offices etc. to ensure the implementation of these recommendations.

(17) Check-Points

The Committee has recommended that according to the Rule 12 of the Official Language Rules, 1976, the administrative head of every office should solemnly adhere to the responsibility of framing the effective check-points to ensure due compliance of the provisions of the Official Languages Act, 1963 and the Rules framed thereunder and should set up the check points effectively.

This recommendation of the Committee has been accepted. The Department of Official Language, may again, request the Ministries/Departments, in this regard, that they should ensure the check-points to be active and effective in their offices.

(18) Bilingual Publications

The Committee has recommended that the Ministries/Departments/Offices/Organisations etc. of the Government of India should not bring out publications in English alone but bilingually. The number of printed Hindi publications should not be, in any way, less than the English publications and in the bilingual publications, the number of pages of Hindi should not be less than the number of pages of English. Special steps may be taken by the Department of Official Language and all the concerned Ministries/Departments in this regard and new original publications may be brought out in Hindi.

This recommendation of the Committee has been accepted. The Department of Official Language may again request all Ministries/Departments/Offices in this regard so that this recommendation of the committee may be fully implemented.

(19) Time-bound Action on the Report of the Committee

- (a) The Committee has recommended that necessary action may be taken immediately on the recommendations made in all the four parts of their Report submitted by them so that proper and effective implementation of the Official Language Policy of the Union is ensured. The Committee has also recommended that the copies of the paragraphs relating to Ministry-wise review of the use of Hindi in the official work, done by this Committee may be forwarded immediately to the concerned offices etc. and directions be issued for follow-up action.

The above recommendations of the Committee have been accepted. In the perspective of the recommendations made by the Committee in all the four parts of their Report, the Department of Official Language should request all the Ministries/Departments to strictly comply with the Resolutions/Instructions issued by the Department of Official Language in this respect and make arrangements to assess the position from time to time.

- (b) The Committee has reiterated its recommendations made in the second and third parts of its report that in the perspective of the unity and integrity of the country and responsibility and importance of the Department of Official Language thereto, the Government of India should reorganise the Department of Official Language, strengthening it further and give it the status of a full-fledged Ministry to ensure an effective and active implementation of the official language policy of the Government of India in all its Ministries/Departments/Offices/Undertakings and Autonomous Bodies.

In view of the importance and purview of the Ministry of Home Affairs and its liaison with various State Govts. the Department of Official Language should continue to remain under Ministry of Home Affairs. Therefore, the above recommendations of the Committee has not been accepted. However, according to the recommendations of the Committee, the Deptt. of Official Language should be further strengthened and made more efficient.

Sd/-

(MAHENDRA NATH)

Joint Secretary to the Govt. of India.