

**OFFICE MEMORANDUM**


**Sub: Providing Training to Central Government personnel in Hindi.**

In order to ensure implementation of Official Language policy in all the Ministries/Departments/Public Sector Undertakings/Banks etc. of Central Government and to assign targets regarding usage of Hindi in Official work, the Department of Official Language issues an Annual Programme every year. All the offices of Central Government are expected to achieve the targets as prescribed in the Annual Programme.

2. To enhance the usage of Official Language Hindi in Official work, inter alia, it is imperative that all training institutes/centres of Central Government provide training to Central Government personnel in Hindi. It has been noticed that inspite of training material being available in Hindi, the training is being imparted in English as a result trained personnel are unable to perform their Official Work in Hindi. Imparting initial and In-service training in Hindi will enable the officers/employees to do their official work originally in Hindi.
3. A target of 70 % , 60% and 30% has been fixed for 'A', 'B' and 'C' region respectively to impart training compulsorily in Hindi Medium in all training programmes of Central Government.
4. All the Training Centres of Central Government are requested to send online Quarterly reports, with in thirty days of end of the quarter, to the Department of Official Language regarding the medium of training imparted to officers/ employees in the proforma given below. The online format is being uploaded on the website [www.rajbhasha.nic.in](http://www.rajbhasha.nic.in) of the Department.


1. Name of the Training Centre.....		2.State.....		
3. Controlling Ministry/Office.....				
Total Time Period of all Training Programmes	Duration of Training (in hours)			Target : Region 'A' 70%
				Region 'B' 60%
				Region 'C' 30%.
	Training imparted in Hindi	Training imparted in English	Training imparted in mixed language	Percentage of Training Programmes conducted in Hindi
a	b	c	d	e (e = b÷a x100)

5. All Ministries/Departments, and headquarters of nationalised banks, financial institutions, public sector undertakings, boards, institutes etc. are requested to issue necessary guidelines to their subordinate training centres for compliance of above-mentioned directions.

  
(Harinder Kumar)  
Director (Implementation)

To

1. All Ministries/Departments with request to circulate the OM to Training Centres of their subordinate offices/Banks/Public Sector Undertakings/Financial Institutions/Insurance Companies of Central government etc.
2. Director, Central Hindi Training Institute, New Delhi.
3. Director, Central Translation Bureau, New Delhi.
4. Secretary, Committee of Parliament on Official Language, 11, Teen Murti Marg, New Delhi-110011.
5. Regional Implementation Offices of Dept. of Official Language with request to circulate this OM to all Central Government offices, Undertakings, banks, Financial Institutions located in their region and Universities, Educational & Training Institutes of Central Government and Town Official Language Implementation Committees.
6. Senior Technical Director (NIC), Dept. of Official Language with request to upload this OM on website.

  
(Harinder Kumar)  
Director (Implementation)