



सत्यमेव जयते

भारत सरकार

राजभाषा विभाग

गृह मंत्रालय

द्वारा

संघ के सरकारी प्रयोजनों के लिए जारी किए गए

## हिंदी के प्रयोग संबंधी आदेशों का संकलन

(जुलाई 2005 से दिसंबर 2021)

Government of India

Ministry of Home Affairs

Department Of Official Language

### **Compilation of Orders Regarding The Use of Hindi**

Issued by

Department of Official Language

(Ministry of Home Affairs)

For

Official purposes of the Union

(From July 2005 to December 2021)

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## Foreword

Hindi was accepted as the Official Language of the Union by Indian Constituent Assembly on 14 September 1949. Article 343 of Indian Constitution adopted on January 26<sup>th</sup>, 1950 provided that the Official Language of the Union shall be Hindi in Devnagari script. According to the article 351, it shall be duty of Union to promote the spread of Hindi Language to develop it so that it may serve as empowered medium of expression for all the elements of the composite culture of India and to serve its enrichment by assimilating the forms, styles and expressions of other languages of India without interfering with its genius. As per the Official Language Rule 1976, It shall be the responsibility of the administrative head of each Central Government office- to ensure that the provisions of the Act and these rules and directions issued under Rule(2) are properly complied with and to devise suitable and effective check-point for this purpose.

To ensure compliance of the constitutional and legal provisions pertaining to the Language of Republic of India and to promote the use of our Official Language-Hindi for the purposes of the Union, the Department of Official Language was set up in June, 1975 as an Independent Department under the Ministry of Home Affairs. Since then, this Department has been incessantly making assiduous efforts for accelerating the progressive use of Hindi in transaction of the official business of the Union. In accordance with the Government of India (Allocation of Business Rules, 1961, this Department has been entrusted with the following responsibilities:

- Implementation of the provisions of the Constitution relating to the Official Language and the provisions of the Official Languages Act, 1963 (19 of 1963) except to the extent such implementation has been assigned to any other department.
- Prior approval of the President for authorising the limited use of a language, other than English, in the proceedings in the High Court of a State.
- Nodal responsibility for all matters relating to the progressive use of Hindi as the Official Language of the Union including Hindi Teaching Scheme for Central Government Employees and publication of magazines, journals & other literature related thereto.
- Co-ordination in all matters relating to the progressive use of Hindi as the Official Language of the Union, including administrative terminology, syllabi, textbooks, training courses and equipment (with standardised script) required therefor.
- Constitution and cadre-management of the Central Secretariat Official Language Service.
- Matters relating to the Kendriya Hindi Samiti.
- Co-ordination of work relating to the Hindi Salahkar Samities set up by the various Ministries/Departments.
- Matters relating to the Central Translation Bureau.
- Matters relating to the Central Hindi Training Institute including Hindi Teaching Scheme.
- Matters relating to the Regional Implementation Offices.
- Matters relating to the Committee of Parliament on Official Language.

Department of Official Language has been issuing orders from time-to-time in order to fulfil the aforementioned obligations. Compilation of these orders was last brought out in the year 2005. This Compilation of Orders issued from July 2005 to December 2021 has been brought out with the efforts of the Officers of Department of Official Language and Central Translation Bureau. In this context I appreciate the consistent efforts made by Shri Raghubir Sharma (Assistant Director), Smt. Bhawna Saxena (Senior Translation Officer) and Shri Pradeep Chand (Upper Division Clerk) under the guidance of Director (Administration) Shri Mohan Lal Wadhvani in making this publication possible in a limited time-frame. I take pleasure in presenting this Compilation of Orders regarding the use of Hindi and expect that this would give impetus to the implementation of Official Language.

अ आभा

(Anshuli Arya)

Secretary, Department of Official Language

Place : New Delhi

Date : 10.05.2022

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**CHAPTER-1**  
**CONSTITUTIONAL PROVISIONS REGARDING OFFICIAL LANGUAGE**

**Official Language Policy of the Union**  
**CONSTITUTION OF INDIA—Part V (120), Part VI (210) and Part XVII**

**Part V**

**Language to be used in Parliament**

120. (1) Notwithstanding anything in Part XVII, but subject to the provisions of article 348, business in Parliament shall be transacted in Hindi or in English:

Provided that the Chairman of the Council of States or Speaker of the House of the People, or person acting as such, as the case may be may permit any member who cannot adequately express himself in Hindi or in English to address the House in his mother tongue.

(2) Unless Parliament by law otherwise provides, this article shall, after the expiration of a period of fifteen years from the commencement of this Constitution, have effect as if the words "or in English" were omitted therefrom.

**Part VI**

**Language to be used in the Legislature**

210.(1) Notwithstanding anything in Part XVII, but subject to the provisions of article 348, business in the Legislature of a State shall be transacted in the Official Language or, Languages of the State or in Hindi or in English:

Provided that the Speaker of the Legislative Assembly or Chairman of the Legislative Council, or person acting as such, as the case may be, may permit any member who cannot adequately express himself in any of the languages aforesaid to address the House in his mother tongue. (This article is not applicable to Jammu & Kashmir)

(2) Unless the Legislature of the State by law otherwise provides, this article shall, after the expiration of a period of fifteen years from the commencement of this Constitution, have effect as if the words "or in English" were omitted therefrom:

Provided that in relation to the Legislatures of the States of Himachal Pradesh, Manipur, Meghalaya and Tripura this clause shall have effect as if for the words "fifteen years" occurring therein, the words "twenty-five years" were substituted.

**Part XVII\***

**LANGUAGE OF THE UNION**

**Official Language of the Union**

343. (1) The Official Language of the Union shall be Hindi in Devanagari script.

The form of numerals to be used for the official purposes of the Union shall be the international form of Indian numerals.

(2) Notwithstanding anything in clause (1), for a period of fifteen years from the commencement of this Constitution, the English Language shall continue to be used for all the official purposes of the Union for which it was being used immediately before such commencement:

Provided that the President may, during the said period, by order authorise the use of the Hindi Language in addition to the English Language and of the Devanagari form of numerals in addition to the international form of Indian numerals for any of the official purposes of the Union.

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\* The provisions of the part shall apply to the State of Jammu and Kashmir only in so far as they relate to:

- (i) the Official Language of the Union,
- (ii) the Official Language for communication between one State and another or between a State and the Union, and
- (iii) the language of the proceedings in the Supreme Court.

(3) Notwithstanding anything in this article, Parliament may by law provide for the use, after the said period of fifteen years of

(a) the English language, or

(b) the Devanagari form of numerals, for such purpose as may be specified in the law.

### **Commission and Committee of Parliament on Official Language**

344.(1) The President shall, at the expiration of five years from the commencement of this Constitution and thereafter at the expiration of ten years from such commencement, by order constitute a Commission which shall consist of a Chairman and such other members representing the different languages specified in the Eighth Schedule as the President may appoint, and the order shall define the procedure to be followed by the Commission.

(2) It shall be the duty of the Commission to make recommendations to the President as to

(a) the progressive use of the Hindi language for the official purposes of the Union;

(b) restrictions on the use of the English language for all or any of the official purposes of the Union;

(c) the language to be used for all or any of the purposes mentioned in article 348;

(d) the form of numerals to be used for any one or more specified purposes of the Union;

(e) any other matter referred to the Commission by the President as regards the Official Language of the Union and the language for communication between the Union and a State or between the State and another and their use.

(3) In making their recommendations under clause (2), the Commission shall have due regard to the industrial, cultural and scientific advancement of India, and the just claims and the interests of persons belonging to the non-Hindi speaking areas in regard to the public services.

(4) There shall be constituted a Committee consisting of thirty members, of whom twenty shall be members of the House of the People and ten shall be members of the Council of States to be elected respectively by the members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

(5) It shall be the duty of the Committee to examine the recommendations of the Commission constituted under clause (1) and to report to the President their opinion thereon.

(6) Notwithstanding anything in article 343 the President may after consideration of the report referred to in clause (5), issue directions in accordance with the whole or any part of that report.

## **REGIONAL LANGUAGES**

### **Official Language or Languages of a State**

345. Subject to the provisions of articles 346 and 347, the Legislature of a State may by law adopt any one or more of the languages in use in the State or Hindi as the language or languages to be used for all or any of the official purposes of that State :

Provided that, until the Legislature of the State otherwise provides by law, the English language shall continue to be used for those official purposes within the State for which it was being used immediately before the commencement of this Constitution.

### **Official Language for communication between one State and another or between State and the Union**

346. The language for the time being authorised for use in the Union for official purposes shall be the official language for communication between one State and another State and between a State and the Union :

Provided that if two or more States agree that the Hindi language should be the Official Language for communication between such States, that language may be used for such communication.

### **Special provision relating to language spoken by a section of the population of a State**

347. On a demand being made in that behalf the President may, if he is satisfied that a substantial proportion of the population of a State desire the use of any language spoken by them to be recognised by that State, direct that such language shall also be officially recognised throughout that State or any part thereof for such purpose as he may specify.

## LANGUAGE OF THE SUPREME COURT, HIGH COURTS, ETC.

### **Language to be used in the Supreme Court and in the High Courts and for Act, Bills etc.**

348.(1) Notwithstanding anything in the foregoing provisions of this part, until Parliament by law otherwise provides—

(a) all proceedings in the Supreme Court and in every High Court,

(b) the authoritative texts—

(i) of all Bills to be introduced or amendments thereto to be moved in either House of Parliament or in the House or either House of the Legislature of a State.

(ii) of all Acts passed by Parliament or the Legislature of a State and of all Ordinances promulgated by the President or the Governor\*\*\* of a State, and

(iii) of all orders, rules, regulations and bye-laws issued under this Constitution or under any law made by Parliament or the Legislature of a State,  
shall be in the English language.

(2) Notwithstanding anything in sub-clause (a) or clause (1), the Governor\*\*\* of a State may, with the previous consent of the President, authorise, the use of the Hindi language or any other language used for any official purposes of the State, in proceedings in the High Court having its principal seat in that State:

Provided that nothing in this clause shall apply to any judgment, decree or order passed or made by such High Court.

(3) Notwithstanding anything in sub-clause (b) of clause (1) where the Legislature of a State has prescribed any language other than the English language for use in Bills introduced in, or Acts passed by the Legislature of the State or in Ordinances promulgated by the Governor\*\*\* of the State or in any order, rule, regulation or bye-law referred to in paragraph (iii) of that sub-clause, a translation of the same in the English language published under the authority of the Governor\*\*\* of the State in the Official Gazette of that State shall be deemed to be the authoritative text thereof in the English language under this article.

### **Special procedure for enactment of certain laws relating to language**

349. During the period of fifteen years from the commencement of this Constitution, no Bill or amendment making provision for the language to be used for any of the purposes mentioned in clause (1) of article 348 shall be introduced or moved in either House of Parliament without the previous sanction of the President, and the President shall not give his sanction to the introduction of any such Bill or the moving of any such amendment except after he has taken into consideration the recommendations of the Commission constituted under clause (1) of article 344 and the report of the Committee constituted under clause (4) of that article.

### **Special Directives**

**350. Language to be used in representations for redress of grievances**—Every person shall be entitled to submit a representation for the redress of any grievance to any officer or authority of the Union or a State in any of the languages used in the Union or in the State, as the case may be.

**<sup>1</sup>350A. Facilities for instruction in mother-tongue at primary stage**—It shall be the endeavour of every State and of every local authority within the State to provide adequate facilities for instruction in the mother-tongue at the primary stage of education to children belonging to linguistic minority groups; and the President may issue such directions to any State as he considers necessary or proper for securing the provision of such facilities.

**350B. Special Officer for linguistic minorities**- (1) There shall be a Special Officer for linguistic minorities to be appointed by the President.

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\*\*\* The words "or Rajpramukh" omitted by the Constitution (Seventh Amendment) Act, 1956, article 29 and Schedule

(2) It shall be the duty of the Special Officer to investigate all matters relating to the safeguards provided for linguistic minorities under this Constitution and report to the President upon those matters at such intervals as the President may direct, and the President shall cause all such reports to be laid before each House of Parliament, and sent to the Government of the States concerned.

### **Directive for development of the Hindi language**

351. It shall be the duty of the Union to promote the spread of the Hindi language to develop it so that it may serve as medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in other languages of India specified in the eighth Schedule, and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondarily on other languages.

### **Schedule VIII**

[Art. 344(1)&351]

- |              |              |               |
|--------------|--------------|---------------|
| 1. Assamese  | 2. Oriya     | 3. Urdu       |
| 4. Kannada   | 5. Kashmiri  | 6. Gujarati   |
| 7. Tamil     | 8. Telugu    | 9. Punjabi    |
| 10. Bengali  | 11. Marathi  | 12. Malayalam |
| 13. Sanskrit | 14. Sindhi   | 15. Hindi.    |
| 16. Manipuri | 17. Nepali   | 18. Konkani   |
| 19. Maithili | 20. Santhali | 21. Bodo      |
| 22. Dogri    |              |               |



# THE OFFICIAL LANGUAGES ACT, 1963

(Act No. 19 of 1963)

[10th May 1963]

**An Act to provide for the languages which may be used for the official purposes of the Union, for transaction of business in Parliament, for Central and State Acts and for certain purposes in High Courts.**

Be it enacted by Parliament in the Fourteenth Year of the Republic of India as follows:

**1. Short title and Commencement.** - (1) This Act may be called the Official Languages Act, 1963.

(2) Section 3 shall come into force on the 26th day of January, 1965 and the remaining provisions of this Act shall come into force on such date<sup>1</sup> as the Central Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of this Act.

**2. Definitions.** - In this Act, unless the context otherwise requires,

(a) "appointed day", in relation to section 3, means the 26th day of January, 1965 and in relation to any other provision of this Act, means the day on which that provision comes into force:

(b) "Hindi" means Hindi in Devanagari Script.

**<sup>2</sup>[3. Continuance of English Language for official purposes of the Union and for use in Parliament.**

(1) Notwithstanding the expiration of the period of fifteen years from the commencement of the Constitution, the English language may, as from the appointed day, continue to be used, in addition to Hindi,

(a) for all the official purposes of the Union for which it was being used immediately before that day, and

(b) for the transaction of business in Parliament:

Provided that the English language shall be used for purposes of communication between the Union and a State which has not adopted Hindi as its Official Language:

Provided further that where Hindi is used for purposes of communication between one State which has adopted Hindi as its Official Language and another State which has not adopted Hindi as its Official Language, such communication in Hindi shall be accompanied by a translation of the same in the English language:

Provided also that nothing in this sub-section shall be construed as preventing a State which has not adopted Hindi as its Official Language from using Hindi for purposes of communication with the Union or with a State which has adopted Hindi as its Official Language, or by agreement with any other State, and in such a case, it shall not be obligatory to use the English language for purposes of communication with that State.

(2) Notwithstanding anything contained in sub-section (1) where Hindi or the English Language is used for purposes of communication -

(i) between one Ministry or Department or office of the Central Government and another;

(ii) between one Ministry or Department or office of the Central Government and any corporation or company owned or controlled by the Central Government or any office thereof;

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1. S. 5(1) comes into force on the 10 January, 1965 *vide* Notification No. S.O. 94, dated the 4th January, 1965, Gazette of India, Pt. II, Sec. 3(ii) p. 128. S. 6, comes into force on the 19th May, 1969, *vide* Notification No. S.O. 1945, dated the 14th May, 1989, Gazette of India, Pt. II, Sec.3 (ii), p. 2024 S. 7 comes into force on the 7th March, 1970, *vide* Notification No. S.O. 841, dated the 26th February, 1970, Gazette of India, Pt. II, Sec. 3(ii). S. 5(2) comes into Force on the 1st Oct.1976, *vide* Notification No. S.O. 655(E), dated the 5th October, 1976, Gazette of India, Pt. II, Sec. 3 (ii), p. 1901.

2. Substituted by Act 1 of 1968, section 2 for section 3.

(iii) between any corporation or company owned or controlled by the Central Government or any Office thereof and another;

a translation of such communication in the English language or, as the case may be, in Hindi shall also be provided till such date as the staff of the concerned Ministry, Department, office or corporation or company aforesaid have acquired a working knowledge of Hindi.

(3) Notwithstanding anything contained in sub-section (1) both Hindi and the English language shall be used for

(i) resolutions, general orders, rules, notifications, administrative or other reports or Press communiques issued or made by the Central Government or by a Ministry, Department or office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company;

(ii) Administrative and other reports and official papers laid before a House or the Houses of Parliament;

(iii) contracts and agreements executed, and licences, permits, notices and forms of tender issued by or on behalf of the Central Government or any Ministry, Department or office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company.

(4) Without prejudice to the provisions of sub-section (1) or sub-section (2) or sub-section (3) the Central Government may, by rules made under section 8, provide for the language or languages to be used for the official purpose of the Union including the working of any Ministry, Department, section or office, and in making such rules, due consideration shall be given to the quick and efficient disposal of the official business and the interests of the general public and in particular, the rules so made shall ensure that persons serving in connection with the affairs of the Union and having proficiency either in Hindi or in the English language may function effectively and that they are not placed at a disadvantage on the ground that they do not have proficiency in both the languages.

(5) The provisions of clause (a) of sub-section (1), and the provisions of sub-section (2), sub-section (3) and sub section (4) shall remain in force until resolutions for the discontinuance of the use of the English language for the purposes mentioned therein have been passed by the Legislatures of all the States which have not adopted Hindi as their Official Language and until after considering the resolutions aforesaid, a resolution for such discontinuance has been passed by each House of Parliament.

**4. Committee on Official Language** -(1) After the expiration of ten years from the date on which section 3 comes into force, there shall be constituted a Committee on Official Language, on a resolution to that effect being moved in either House of Parliament with the previous sanction of the President and passed by both Houses.

(2) The Committee shall consist of thirty members, of whom twenty shall be members of the House of the people and ten shall be members of the Council of States, to be elected respectively by the members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

(3) It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purpose of the Union and submit a report to the President making recommendations thereon and the President shall cause the report to be laid before each House of Parliament and sent to all the State Governments.

(4) The President may, after consideration of the report referred to in sub-section (3), and the views, if any, expressed by the State Government thereon, issue directions in accordance with the whole or any part of the report:

<sup>1</sup>[Provided that the direction so issued shall not be inconsistent with the provisions of section 3.]

**5. Authorised Hindi translation of Central Acts, etc.** - (1) A translation in Hindi published under the authority of the President in the Official Gazette on and after the appointed day

(a) of any Central Act or of any Ordinance promulgated by the President, or

(b) of any order, rule, regulation or bye-law issued under the Constitution or under any Central Act; shall be deemed to be the authoritative text thereof in Hindi.

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<sup>1</sup> Inserted by Act of 1968, section 3.

(2) As from the appointed day, the authoritative text in the English language of all Bills to be introduced or amendments thereto to be moved in either House of Parliament shall be accompanied by a translation of the same in Hindi authorised in such manner as may be prescribed by rules made under this Act.

**6. Authorised Hindi translation of State Acts in certain cases**—Where the Legislature of a State has prescribed any language other than Hindi for use in Acts passed by the Legislature of the State or in Ordinances promulgated by the Governor of the State, a translation of the same in Hindi, in addition to a translation thereof in the English language as required by clause (3) of article 348 of the Constitution, may be published on or after the appointed day under the authority of the Governor of the State in the Official Gazette of the State and in such a case, the translation in Hindi of any such Act or Ordinance shall be deemed to be the authoritative text thereof in the Hindi language.

**7. Optional use of Hindi or other Official Language in judgements etc., of High Courts** - As from the appointed day or any day thereafter the Governor of a State may, with the previous consent of the President, authorise the use of Hindi or the Official Language of the State, in addition to the English language, for the purposes of any judgement, decree or order passed or made by the High Court for that State and where any judgement, decree or order is passed or made in any such language (other than the English language), it shall be accompanied by a translation of the same in the English language issued under the authority of the High Court.

**8. Power to make rules** - (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament while it is in session for a total period of thirty days which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**9. Certain provisions not to apply to Jammu and Kashmir** - The provisions of section 6 and section 7 shall not apply to the State of Jammu and Kashmir.

# THE OFFICIAL LANGUAGE RESOLUTION, 1968

## Ministry of Home Affairs

*New Delhi, the 18th January, 1968*

The following Government Resolution, as adopted by both Houses of Parliament, is hereby published for general information:

### RESOLUTION

"WHEREAS under article 343 of the Constitution Hindi shall be the Official Language of the Union, and under article 351 thereof it is the duty of the Union to promote the spread of the Hindi Language and to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India;

This House resolves that a more intensive and comprehensive programme shall be prepared and implemented by the Government of India for accelerating the spread and development of Hindi and its progressive use for the various official purposes of the Union and an annual assessment report giving details of the measures taken and the progress achieved shall be laid on the Table of both Houses of Parliament and sent to all State Governments;

2. WHEREAS the Eighth schedule to the Constitution specifies 14 major languages of India besides Hindi, and it is necessary in the interest of the educational and cultural advancement of the country that concerted measures should be taken for the full development of these languages;

The House resolves that a programme shall be prepared and implemented by the Government of India, in collaboration with the State Governments for the co-ordinated development of all these languages, alongside Hindi so that they grow rapidly in richness and become effective means of communicating modern knowledge;

3. WHEREAS it is necessary for promoting the sense of unity and facilitating communication between people in different parts of the country that effective steps should be taken for implementing fully in all States the three-language formula evolved by the Government of India in consultation with the State Government;

This House resolves that arrangements should be made in accordance with the formula for the study of a modern Indian language, preferably one of the Southern languages, apart from Hindi and English in the Hindi speaking areas and of Hindi along with the regional languages and English in the non-Hindi speaking areas.

4. AND WHEREAS it is necessary to ensure that the just claims and interest of people belonging to different parts of the country in regard to the public services of the Union are fully safeguarded;

This House resolves -

(a) that compulsory knowledge of either Hindi or English shall be required at the stage of selection of candidates for recruitment to the Union services or posts except in respect of any special services or posts for which a high standard of knowledge of English alone or Hindi alone, or both as the case may be, is considered essential for the satisfactory performance of the duties or any such service or post; and

(b) that all the languages included in the Eighth Schedule to the Constitution and English shall be permitted as alternative media for the All India and higher Central Services examinations after ascertaining the views of the Union Public Service Commission on the future scheme of the examinations, the procedural aspects and the timing.

Sd

R.D. Thapar, *Joint Secretary to the Government of India.*

# THE OFFICIAL LANGUAGES (USE FOR OFFICIAL PURPOSES OF THE UNION)

## RULES, 1976 (AS AMENDED, 1987)

**GS.R. 1052.**—In exercise of the powers conferred by section 8, read with sub-section (4) of section 3 of the Official Languages Act, 1963 (19 of 1963), the Central Government hereby makes the following rules, namely:

**1. Short title, extent and commencement—**(1) These rules may be called the Official Languages (Use for Official Purposes of the Union) Rules, 1976.

(2) They shall extend to the whole of India, except the State of Tamil Nadu.

(3) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.** In these rules, unless the context otherwise requires:

(a) "Act" means the Official Languages Act, 1963 (19 of 1963);

(b) "Central Government Office" includes:

and

(i) any Ministry, Department or office of the Central Government;

(ii) any office of a Commission, Committee or Tribunal appointed by the Central Government;  
and

(iii) any office of a corporation or company owned or controlled by the Central Government;

(c) "Employee" means any person employed in a Central Government office;

(d) "Notified Office" means an office notified under sub-rule (4) of rule (10);

(e) "Proficiency in Hindi" means proficiency in Hindi as described in rule 9;

\* (f) "Region A" means the State of Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan and Uttar Pradesh and the Union Territories of Delhi and Andaman and Nicobar Islands;

\* (g) "Region B" means the States of Gujarat, Maharashtra and Punjab and the Union territory of Chandigarh;

(h) "Region C" means the States and the Union territories other than those referred to in clause (f) and (g);

(i) "Working knowledge of Hindi" means working knowledge of Hindi as described in rule 10.

**3. Communications to States etc. other than to Central Government offices—**(1) Communications from a Central Government office to a State or a Union territory in Region A or to any office (not being a Central Government office) or person in such State or Union territory shall, save in exceptional cases, be in Hindi, and if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof.

(2) Communication from a Central Government office:

(a) to a State or Union territory in Region B or to any office (not being a Central Government office) in such State or Union territory shall ordinarily be in Hindi and if any communication is issued to any of them in English, it shall be accompanied by a Hindi translation thereof:

Provided that if any such State or Union territory desires the communications of any particular class or category or those intended for any of its offices, to be sent, for a period specified by the Government of the State or Union territory concerned, in English, or in Hindi with a translation in the other language, such communication shall be sent in that manner;

(b) to any person in a State or Union territory of Region B may be either in Hindi or in English.

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\*Official Languages (use for official purposes of the union) Amendment Rules 1987 No. I/14034/10/87 O.L. (A-1), dated 9.10.1987.

(3) Communications from a Central Government office to a State or Union territory in Region C or to any office (not being a Central Government office) or person in such State shall be in English.

(4) Notwithstanding anything contained in sub-rules (1) and (2), communications from a Central Government office in Region C to a State or Union territory of Region A or Region B or to any office (not being a Central Government office) or person in such State may be either in Hindi or in English.

Provided that communications in Hindi shall be in such proportion as the Central Government may, having regard to the number of persons having working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine from time to time.

#### **4. Communications between Central Government Offices**

Communications -

(a) between one Ministry or Department of the Central Government and another may be in Hindi or in English;

(b) between one Ministry/Department of the Central Government and attached or subordinate offices situated in Region A, shall be in Hindi and in such proportion as the Central Government may, having regard to the number of persons having a working knowledge of Hindi in such offices, the facilities for sending communication in Hindi and matters incidental thereto, determine from time to time;

(c) between Central Government offices situated in Region A, other than those specified in clause (a) or clause (b), shall be in Hindi;

(d) by Central Government offices situated in Region A and Region B or Region C may be in Hindi or in English;

Provided that these communications shall be in Hindi in such proportion as the Central Government may, having regard to the number of persons having working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine from time to time;

(e) between Central Government offices situated in Region B or Region C may be in Hindi or English:

Provided that these communications shall be in Hindi in such proportion as the Central Government may, having regard to the number of persons having working knowledge of Hindi in such offices, the facilities for sending communications in Hindi and matters incidental thereto, determine from time to time;

#### **Provided that a translation of such communication in the other language shall:**

(i) where that communication is addressed to an office in Region A or Region B, be provided, if necessary, at the receiving end;

(ii) where the communication is addressed to an office in Region C, be provided along with such communication:

Provided further that no such translation in the other language shall be required to be provided if the communication is addressed to a notified office.

**5. Replies to communications received in Hindi-**Notwithstanding anything contained in rules 3 and 4, communications from a Central Government office in reply to communications in Hindi shall be in Hindi.

**6. Use of both Hindi and English.** Both Hindi and English shall be used for all documents referred to in sub-section (3) of section 3 of the Act and it shall be the responsibility of the persons signing such documents to ensure that such documents are made, executed or issued both in Hindi and in English.

**7. Applications, representations etc-**(1) An employee may submit an application, appeal or representation in Hindi or in English.

(2) Any Application, appeal or representation referred to in sub-rule (1) when made or signed in Hindi, shall be replied to in Hindi.

(3) Where an employee desires any order or notice relating to service matters (including disciplinary proceedings) required to be served on him to be in Hindi, or, as the case may be, in English, it shall be given to him in that language without undue delay.

**8. Noting in Central Government offices-**(1) An employee may record a note or minute on a file in Hindi or in English without being himself required to furnish a translation thereof in the other language.

(2) No Central Government employee possessing a working knowledge of Hindi may ask for an English translation of any document in Hindi except in the case of documents of legal or technical nature.

(3) If any question arises as to whether a particular document is of a legal or technical nature, it shall be decided by the Head of the Department or office.

(4) Notwithstanding anything contained in sub-rule (1), the Central Government may, by order specify the notified Offices where Hindi alone shall be used for noting, drafting and for such other official purposes as may be specified in the order by employees who possess proficiency in Hindi.

**9. Proficiency in Hindi -** An employee shall be deemed to possess proficiency in Hindi if

(a) he has passed the Matriculation or any equivalent or higher examination with Hindi as the medium of

examination; or

(b) he has taken Hindi as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination; or

(c) he declares himself to possess proficiency in Hindi in the form annexed to these rules.

**10. Working knowledge of Hindi -**(1) An employee shall be deemed to have acquired a working knowledge of Hindi

(a) if he has passed

(i) the Matriculation or an equivalent or higher examination with Hindi as one of the subjects; or

(ii) the Pragma examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by that Government in respect of any particular category of posts, any lower examination under that scheme; or

(iii) any other examination specified in that behalf by the Central Government; or

(b) if he declares himself to have acquired such knowledge in the form annexed to these rules.

(2) The Staff of a Central Government office shall ordinarily be deemed to have acquired a working knowledge of Hindi if eighty per cent of the Staff working therein have acquired such knowledge.

(3) The Central Government or any officer specified in this behalf by the Central Government may determine whether the staff of a Central Government office has acquired a working knowledge of Hindi.

(4) The names of the Central Government offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette:

Provided that the Central Government may if it is of opinion that the percentage of the staff working in a notified office and having a working knowledge of Hindi has gone below the percentage specified in sub-rule (2) from any date, it may, by notification in the Official Gazette, declare that the said office shall cease to be a notified office from that date.

**11. Manuals, Codes, other procedural literature, articles of Stationery, etc.—**(1) All manuals, codes and other procedural literature relating to Central Government offices shall be printed or cyclostyled, as the case may be, and published both in Hindi and English in diglot form.

(2) The forms and headings of registers used in any Central Government office shall be in Hindi and in English.

(3) All name-plates, sign boards, letter-heads and inscriptions on envelopes and other items of stationery written, printed or inscribed for use in any Central Government office, shall be in Hindi and in English:

Provided that the Central Government may, if it is considered necessary to do so, by general or special order exempt any Central Government office from all or any of the provisions of this rule.

**12. Responsibility for compliance** (1) It shall be the responsibility of the administrative head of each Central Government Office

(i) to ensure that the provisions of the Act and these rules and the directions issued under sub-rule (2) are properly complied with; and

(ii) to devise suitable and effective check points for this purpose.

(2) The Central Government may from time to time issue such directions to its employees and officers as may be necessary for the due compliance of the provisions of the Act and these rules.

FORM

*(See Rules 9 and 10)*

I hereby declare that I possess\*proficiency in Hindi/have acquired a working knowledge of Hindi in view of the following: -

.....

Date:

*Signature*

\*Delete whichever is not applicable.



## **Important Directions regarding Official Language Policy**

1. Under Section 3(3) of the Official Languages Act, 1963, Resolutions, General Orders, Rules, Notifications, Administrative and Other Reports, Press Communiqués, Administrative and Other Reports and Official Papers to be laid before a House or Houses of Parliament, Contract, Agreements, Licenses, Permits, Tender Notices and Tender Forms should invariably be issued bilingually both in Hindi and English. Under Rule 6 of the Official Language Rules, 1976, it shall be the responsibility of the person signing such documents to ensure that such documents are prepared, executed or issued in both Hindi and English languages.

2. As per Rule 5 of Official Language Rules, 1976, communications received in Hindi are to be replied in Hindi only by the Central Government Offices.

3. Under Rule 10(4) of Official Language Rules, 1976, the Central Government Offices are required to notify the names of the offices in the official gazette, wherein 80% of the staff have acquired working knowledge of Hindi. The following items of work should be done in Hindi in the branches of the banks notified under Rule 10 (4) of the Official Language Rules, 1976:-

‘Demand Drafts issued on applications filled in Hindi by customers and on applications filled in English with the consent of customers. Payment Order, Credit Card, Debit Card, all kinds of lists, returns, fixed deposit receipts, communications etc. regarding cheque-book, entries in daily Ledger, Muster Roll, Dispatch Book, Pass Book, entries in Log Book, work relating to priority areas, security and customer services, opening of new accounts, writing addresses on envelopes, work relating to travelling allowance, leave, provident fund, house building advance, documents related to medical facilities for the employees, agenda and minutes of the meetings.

4. Under Rule 8 (4) of the Official Language Rules, 1976, the Central Government Offices to issue orders for the employees of the notified offices who have proficiency in Hindi to work only in Hindi for noting, drafting and for such other official purposes as specified in the order.

5. As per Rule 11 of the Official Language Rules, 1976, all manuals, codes and procedural literature, the forms and headings of registers, name plates, sign boards, letter heads and inscriptions on envelopes and other items of stationary shall be in Hindi and in English. Accordingly, the Central Government Offices are required to send all manuals, codes and other procedural literature relating to Non-Statutory procedural literature to Central Translation Bureau for translation.

6. Rule 12 of the Official Language Rules, 1976 requires the Administrative Head of each Central Government Office to ensure that the provisions of the Official Languages Act, Official Language Rules and directions issued thereunder are properly complied with and to devise suitable and effective check points for this purpose.

7. The Department of Official Language, Ministry of Home Affairs has re-emphasized on the suggestions given by the Hon'ble Prime Minister in the minutes of the 31st meeting of the Central Hindi Committee. These suggestions are: - To reduce the gap between official Hindi and Hindi used by public, to take measures to further enrich Hindi through other languages of the country, to adopt good words from other languages in Hindi, to add good words in Hindi from other Indian languages to ensure translation in Hindi in simple language so that Official Language is not a hindrance but a help in the propagation of Hindi.

8. The Department of Official Language has urged all the Secretaries to the Government of India/Heads of various Government Organizations that when they preside over the meeting of senior officers every month, they should also review the progress made in official work in Hindi in them and discuss about the implementation of various provisions of Official Languages Act and Rules in their organization. In addition, the Joint Secretary (Administration) / Administrative Head of the organization should be entrusted with the responsibility of Hindi implementation and to preside over the meeting of the Official Language Implementation Committee in every quarter of the year.

9. The Official Language Cadre should be constituted in the Offices/Undertakings/Banks etc. and it should be in conformity with the total posts. The Hindi officers of the subordinate offices of the Ministries/Departments should be given the same pay scale and designation as the Central Secretariat Official Language Service Cadre.

10. The answers of question papers, except that of the compulsory paper of English, should also be allowed to be written in Hindi in recruitment examinations of subordinate services and such question papers should be made available both in Hindi and English. In interview or oral test, the candidates may be allowed the option to answer in Hindi.

11. The candidates should have the option to answer the question papers of all in-service, departmental and promotion examinations (including All India Level Examinations) conducted by the Central Government Offices, in Hindi. The question papers should compulsorily be set in both the languages, Hindi and English. In interviews, the candidates may be allowed to answer the questions in Hindi.

12. Scientists etc. should be motivated and encouraged to read their research papers in the Official Language Hindi in all the scientific/technical seminars and discussions etc. Research papers should relate to the main subjects of the Ministry/ Department and Office concerned.

13. The Central Government Offices may organize Hindi Seminars.

14. Every type of training, whether of long-term or of short term, generally be imparted through Hindi medium in 'A' and 'B' Regions. To impart training in 'C' Region, the training material be prepared both in Hindi and English and made available to the trainees in Hindi or English as per their requirements.

15. No Non-Governmental Organization has been authorized to impart training of Official Language to the employees of Central Government Offices by the Department of Official Language, Ministry of Home Affairs. Sufficient number of training centers across the country are functioning under the Department of Official Language and they impart various types of training to the officers and employees of the Central Government free of cost and they also organize workshops for deliberations on Official Language. As per the directions of Department of Official Language, all the Central Government Offices organize workshops for encouraging the use of Official Language in their respective offices. Besides English, the facility of imparting online training of Hindi language through 14 Indian languages is available on the website of Department of Official Language. Thus, it is not appropriate to incur infructuous expenditure from the Government exchequer for participation in Official Language training and workshops organized by NGOs.

16. To overcome the difficulties faced by various offices in doing the official work in Hindi, new guidelines have come into effect forthwith to organize Hindi workshops. According to new guidelines, the duration of workshop should be minimum one working day. Minimum two third of the time of workshop shall be devoted to the actual practice of doing the official work in Hindi on the subjects related to that office.

17. On the demand of Central Government offices, Central Hindi Training Institute imparts training for Hindi language, Hindi typing and Hindi Stenography through video conferencing also. Similar arrangements have also been made by Central Translation Bureau for imparting training to translators.

18. So long as the prescribed targets regarding Hindi typists and Hindi stenographers are not achieved in the Central Govt. offices, only Hindi typists and Hindi stenographers should be recruited.

19. Officers/ employees associated with translation work & implementation of Official Language Policy may be nominated for compulsory Translation Training in the Central Translation Bureau. Officers/ employees having knowledge of Hindi and English both at degree level whose services are likely to be utilized for translation work by the office may also be nominated for translation training.

20. Translators should be helped out with aids like, standard dictionaries (English-Hindi, Hindi-English) and other technical glossaries.
21. The officers of IAS and other All India Services are imparted compulsory training in Hindi during their training in Lal Bahadur Shastri National Academy of Administration, Mussoorie so that they could make use of it in official work. However, most of the officers do not use Hindi in their official work after joining the service. As such, officials/employees working under them do not get the right message. Consequently, Hindi is not used in official work to the extent required. It is the constitutional obligation on senior officers of the Central Government Offices to make progressive use of Hindi in their official work. This in turn will motivate the officials/employees working under them, thereby giving impetus to the compliance of the Official Language Policy.
22. All the Central Government Offices should widely promote and propagate the various incentive schemes in their Offices in order to accelerate the use of Hindi, so that maximum number of officials/employees are benefited by these schemes and maximum official work should be done in Hindi.
23. All the Central Government Offices should encourage writing of original books in Hindi on subjects concerned and take necessary steps to enrich their Departmental Glossaries.
24. Hindi magazines are being published by the Central Government Offices to generate working environment in Hindi. General activities and original articles pertaining to the particular office should be published in these magazines. Main provisions of Official Language Policy may also be mentioned in these magazines. The Central Government Offices are required to bring out e-version of these magazines and to upload them on the 'E-Patrika Pustakalaya' platform provided by the Department of Official Language to facilitate smooth access of the In-house magazines to the readers.
25. It has been noticed that in the website of many Departments, information in Hindi is not being provided or in some cases it is not available completely in Hindi. Website should therefore be developed and updated in Hindi.
26. The Department of Official Language, every year conducts Basic Computer Training Programmes in Hindi through Central Hindi Training Institute and the duration of each programme is five days. Maximum number of officers/employees may be nominated for these training programmes. Trainees will be able to work in Hindi on computer after completion of the training programme. Details of the programmes are available at the website of the Central Hindi Training Institute at [www.chti-rajbhasha.gov.in](http://www.chti-rajbhasha.gov.in).
27. The Department of Official Language bestows the '**Rajbhasha Gaurav Puraskar**' with an objective to encourage writing books originally in Hindi in various streams of contemporary knowledge/science and to promote use of Official Language Hindi. "**Rajbhasha Kirti Puraskar**" are given by the Department of Official Language to Ministries/Departments, Public Sector Undertakings, Boards/Autonomous Bodies/Trusts etc., Nationalized Banks, Town Official Language Implementation Committees and in-house Hindi Magazines which register significant progress in the use of Official Language. Information about these two award schemes is available at the website of Department of Official Language [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in).
28. The Department of Official Language, in its website, has provided the links of various institutions through which one can see the glossary of those institutions. If any office has prepared its own glossary, it may be shared with this Department so that others may also take advantage of it.
29. Hindi translation of the generally used English sentences has been provided by the Department of Official Language on its website under the heading "**E-Saral Hindi Vakyakosh**" so that officers may write noting in Hindi on files easily by using them.

30. International Treaties and Agreements should invariably be prepared both in Hindi as well as in English. There should be authentic translations of Treaties and Agreements entered into in other countries and they should be kept on file for record.
31. In non-Hindi speaking States, respective Regional Language, Hindi and English should be used in this order for boards, sign boards, name plates and directional indicators.
32. The officers/employees handling Hindi work including training and workshops should also be provided good and sufficient space and other necessary facilities to sit in the office to facilitate them to discharge their duties properly.
33. Emphasis should be given on the use of popular words in our routine work so that citizens have anaccess to Government Policies/Programmes in simple Hindi language.

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## **CHAPTER 2**

### **POLICY ORDERS RELATING TO THE USE OF HINDI**

**No. 1/14013/07/2010-OL(Policy-1) Date: 7.4.2011**

**Subject:- Use of languages which have been authorized by the State Governments to be used for official purposes in addition to Hindi and English on boards, sign boards, name-plates and direction signs in states using Hindi as the first language for official purposes.**

The issue of usage of Languages in addition to Hindi and English which are authorized to be used for official purposes on boards, sign boards, name-plates and direction signs in Hindi speaking States, i.e., States situated in Region 'A' (States whose Official Language is Hindi), has been seriously considered keeping in view all relevant aspects.

2. Keeping in view the convenience of the general public residing in these states, and the welfare of large sections of the society, it has been decided that all Central Government offices, public sector banks and undertakings may write/print/paint/engrave information/materials on boards, sign boards, name plates and the Direction Signs, in addition to Hindi and English, in such languages as are authorized by the State Governments for use for official purposes. The size of alphabets in all languages will be the same.

3. The boards, sign boards, name-plates and direction signs shall first have Hindi written/engraved or printed/painted/engraved. The order of the Official Languages of the states, and the English language will be determined by the concerned department or the state government.

4. For non-Hindi speaking states i.e. states located in regions 'B' and 'C', instructions contained in O.M. No. I/14013/5/76-O.L.(Impl.-1) dated 18.06.1977 for Boards, Sign Boards, Name plates and Direction signs, according to which the regional language, Hindi and English are to be used in the same order, will remain the same.

5. These orders will come into force with immediate effect.

**D.O.No. 1/14011/02/2011-OL(Policy-1), 26.9.2011**

**Subject: Guidelines for the use of simple and easy Hindi in official work.**

It has repeatedly been emphasized from many important forums, including at the top-level meetings, that colloquial language should be used in official work so that there is wider dissemination of Hindi and its use as the Official Language of the Union. In the 30th meeting of the Central Hindi Committee held under the chairmanship of Hon'ble Prime Minister on July 28, 2011; emphasis was laid on promoting the simple form of Official Language Hindi. In continuation of the above meeting, in the inter-ministerial and inter-departmental coordination and review meeting held on 8.9.2011 under the chairmanship of Hon'ble Shri Jitendra Singh, Minister of State for Home Affairs, many officers offered views about adopting a simple form of Hindi language. This view received wide support.

2. There are two forms of any language - literary and functional language. The use of words of literary language in the language of work reduces the interest of the common man towards that language and increases mental opposition to it. Today's popular language at the international level, English has also moulded itself a great deal with the changing times. Today's younger generation does not write English in the style of famous English writers like Shakespeare, William Thackeray or Matthew Arnold. Various languages have made their place in the English language too, and everyday words have carved a niche for themselves in its functional form. In the changing scenario, the form of working Hindi also must be made simple and easy to understand. The use of difficult and less heard words in the Official Language increases the hesitation in adopting the Official Language. Making the language intelligible and accessible while preserving decency and decorum is the need of the hour.

3. Whenever Hindi is used as a language of translation rather than working in official work originally, the nature of Hindi becomes more complex and difficult. There is a dire need to change the style of translation from English to Hindi. In good translation, it is necessary to structure the sentence by understanding the sense and not to construct sentences by translating each word. Translation in colloquial language means that popular words of other languages like Urdu, English and other provincial languages should also be used freely in it. The pure form of language is for the literary world; the popular and mixed form of the language is for colloquial and functional uses.

4. On the occasion of Hindi Diwas on 14.9.2011, Hon'ble Home Minister, Shri P.Chidambaram, in his message to the nation, said that 'Hindi that is easy, simple and colloquial will be popular among the people of different sections of the society and will be permanently used in a larger area. The Cabinet Secretary has also stressed on the use of simple Hindi in the message sent to all the ministries on the occasion of Hindi Diwas, saying that 'In the offices, we should use easy-to-understand words in the drafts of notes and correspondence, as far as possible. By promoting conversations in Hindi in meetings, discussions etc., the base of Hindi will become broader and stronger. The officers themselves can set an example for their subordinates by adopting Hindi.

5. The Department of Official Language has issued instructions from time to time, to adopt a simpler form of Hindi, and it would be apt to reiterate them:

**(i) OM No. II/13034/23/75-OL(C) dated 17.3.1976**

It was clearly stated in this office memorandum that official Hindi is not a separate type of Hindi. It is not enough that the writer himself can understand what he has written. It is important that the reader understands what the writer wants to say. It was also advised in this memorandum that there should be no hesitation in using the popular words of other languages. If the technical word written in Hindi sounds difficult, the English synonym should be written in 'bracket'. It would be in everyone's interest to transliterate the English names of modern instruments, different types of parts and new age things in the Devanagari script for the time being, rather than using difficult terminology for translation.

**(ii) O.M. No. 13017/1/88 (C) dated the 27.4.1988**

It was stated in this office memorandum that in the meeting of Central Hindi Committee held under the chairmanship of Prime Minister on 2.12.1987, this view was also expressed that the translations made in Hindi should be in simple and natural language. The language of translation should be such that it is easily understood by the common man.

**(iii) Official letter No. 1/14013/04/99-OL(Policy) dated 30.6.1999**

In this official letter it was stated that the language style of translation should be easy, simple, natural, readable and understandable. Simple translation examples were also given with this letter.

**(iv) Office Memorandum No. 1/14011/04/2010-OL (Policy-I) dated 19.7.2010**

In this office memorandum, it was stated that not only simple and intelligible words should be used in translation, but as far as possible short sentences should be constructed and instead of translating every word, the sense of the sentence or part of it should be written in the style of Hindi language. Instead of using difficult Hindi equivalents of words commonly used in English or other languages, the same words should be transliterated in Devanagari script.

6. At present, a new and simple form of Hindi is coming to fore in Hindi magazines. If a similar form of Hindi is adopted in official work, it will be able to spread widely. Some *examples of modern style of Hindi language* being written in Hindi magazines are given below for your information:

- (i) *is project ka makasad saaf taton ke ahamiyat ko lekar awareness failana hai aur iske antargat campus ke aspas ka ekbada area aata hai.*
- (ii) *College mein ek re-forestation abhiyan hai, jo regular chalata rahata hai .isaka is saal se ekaur programme shuroo hua hai jisamen har student ek ped lagayega.*
- (iii) *Rain water harvesting ke jariye paani ko jama karane par Campus vishesh dhyaan deta hai.*
- (iv) *Retail management, international businese, media end entertainment, professional singing aur avionics jaise kisee bhee kshetr mein fayde ka career chuniye.*
- (v) *kisibhi stream mein best five mein pachaas pratishat ank paane vale chhatra course ke liye apply karsakatehain.*
- (vi) *Pratibhashal ibhartiya students ke liye Vitteeya sahayata wale scholarship ke naye avasar maujood hain, jo poora karenge unake higher education ke aur kshetra vishesh mein apana career banaane ke sapane ko.*

7. Some important suggestions for simplification of Hindi in government offices are as follows

(i) By adopting the foreign words that have become prevalent in Hindi and Indian languages, there will be flow in the language, such as *ticket, signal, lift, station, rail, pension, police, bureau, rail, metro, airport, school, button, fee, bill, committee, appeal, office, Company, Board, Gazette*, and Arabic, Persian, Turkish words such as *Adalat, kanoon, muqadma, kagaz, daftar, jurm, jamanat, tankhwah, tabadla, fauz, bandook, mohar* will be adopted in the same form.

(ii) It is sometimes better to transliterate well-known English words into Devanagari than to write some difficult and cumbersome words. 'Guarantee' in place of 'Pratyabhutee', 'Guide' instead of 'Paridarshak', 'Para' instead of 'Anuchhed', 'Machine' instead of 'Upakaran', 'Lunch' instead of 'MadhyahnBhojan', 'Menu' instead of 'Vyanjansoochi', 'store' instead of 'Bhandaar', and in place of 'Abhilekh', popular words like 'record' etc. can be adopted in Hindi.

Similarly, the use of the words 'computer' in place of 'sanganak', 'file' in place of 'misil', 'keyboard' in place of 'kunjipatal' would be more desirable.

(iii) If there is a technical or non-technical word for which one does not know the Hindi equivalent it can be transliterated in Devanagari such as internet, website, pen drive, blog etc.

8. When the makers of our Constitution accorded Hindi the status of Official Language, they clearly wrote in Article 351 of the Constitution that it shall be the duty of the Union to promote the spread of the Hindi language, to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India. It is also stated in this article that the forms, style and expressions used in Hindustani and in the other languages of India specified in the Eighth Schedule, may be drawn upon for its enrichment.

9. Copy of this letter is being sent to the three subordinate offices/institutions of the Department of Official Language, namely, Central Hindi Training Institute i.e; CHTI (Central Hindi Training Institute), Central Translation Bureau i.e; CTB (Central Translation Bureau) and Regional Implementation Offices i.e; RIOs (Regional Implementation Offices) and the Central Commission for Scientific and Technical Terminology viz. CSTT (Central Commission for Scientific and Technical Terminology) which is under the Ministry of Human Resource Development (and is the apex body declared by the Supreme Judiciary in the field of translation). They are directed to make changes in the Hindi language training, translation training, language used in the offices, and the dictionaries being prepared/updated for Hindi translation, respectively, as per the requirements stated in this letter.

9.1 All Ministries/Departments/Organizations are requested that in their capacity as a user, the words which they consider appropriate to be adopted in Hindi language, should be constantly made available to the Director, CSTT, Director, CHTI, Director, CTB, Secretary, Official Language. Department (Ministry of Home Affairs), Secretary, School Education and Literacy, and Secretary, Higher Education (Ministry of Human Resource Development), so that this process remains constant and sustainable.

(Veena Upadhyaya)  
Secretary, DOL

**D.O.No.12019/1/2011-OL 24.2.2012**

**Guidelines for compliance of Official Language Policy.**

Through this letter, I want to draw your attention to the constitutional, legal and administrative obligations of the Official Language Policy, so that the Official Language Hindi can be effectively used in the Central Government and its subordinate/attached offices/undertakings etc.

2. According to Rule 12 of the Official Language Rules, 1976, it shall be the responsibility of the Chief Administrative Officer of every Central Government office to ensure that the Official Language Act and the rules and instructions issued from time to time are not only complied with but suitable and effective arrangements should also be made for this purpose. Accordingly, the following action is required at your end:

**(a) Official documents and correspondence**

- 14 types of documents mentioned under Section 3(3) of the Official Languages Act, 1963 should be issued simultaneously in both Hindi and English languages. Also, the headings on all nameplates, notice boards, letterheads, envelopes and stationery etc. are to be printed in both Hindi and English languages.
- Subjects should be written first in Hindi and then in English in registers and service-books and necessary entries should also be made in Hindi.
- Letters received or signed in Hindi are required to be replied in Hindi only. Along with this, the letters received in English from the state government and non-government persons from the "A" and "B" regions should also be sent in Hindi and the addresses on the envelopes should also be written in Hindi.
- All personnel having proficiency in Hindi should be directed to write the notes and drafts originally in Hindi.

**(b) Target, Review and Monitor**

- Annual program for the implementation of Official Language is issued every year by the Department of Official Language. Intensive efforts should be made by your Ministry and subordinate and autonomous offices to achieve the sector wise targets set in the annual program.
- Hindi dialogue and use of Hindi should be taken as a point of discussion during the review meetings to be taken by the head of the office.
- Compliance of Official Language policy should also be reviewed by the inspection team at the time of organization and management (O&M) and administrative/financial inspections.
- To review the use of Official Language Hindi, quarterly progress report should be sent with correct figures within 10 days of the end of each quarter.

**(c) Incentive**

- For the promotion of Official Language Hindi, effective use of various incentive schemes run by the Department of Official Language should be made.
- Serious research articles should be published on the subjects related to the concerned offices in their departmental journals.
- Research papers / Presentations / Statements should be given in Hindi as far as possible. Get the proceedings of the seminar printed in the form of a book also. There must be at least one technical seminar in Hindi in a year.
- Make rewards/incentive schemes for writing original books in Hindi on subjects related to you. However, Indira Gandhi Rajbhasha Puraskar Yojana and Rajiv Gandhi Gyan Vigyan Maulik Puraskar Yojana are being run by the Department of Official Language.



**(d) Example to be set by senior officers**

- If the senior officers write at least small notes on the files and letters in Hindi, the subordinate personnel will be motivated to work in Hindi. It is worth mentioning that by using phonetic keyboard, through roman script, one can type Hindi very easily.

**(e) Use of Hindi IT Tools**

- To facilitate and bring uniformity in working in Hindi on computer, use only Unicode supported font and inscript keyboard of Hindi.
- Government employees should be sent for the training "Hindi IT Tools on computer Training Program" to be conducted by the Central Hindi Training Institute for the information and practice of Software developed by the Department of Official Language, such as "LILA", "Mantra Rajbhasha", "Shrutlekhaan Rajbhasha", "E-Mahashabd Kosh" etc.,.

**(f) TOLIC (Town Official Language Implementation Committee)**

- Head of the attached/subordinate office should become a member of the TOLIC of their respective city and take active part in its meetings.

**(g) Hindi Posts**

- Create Hindi posts according to the prescribed standards for the execution of Hindi work and make Official Language cadres in the subordinate offices as well.

**(h) Training**

- Training of Hindi language, Hindi typing and Hindi shorthand is to be completed by the year 2015. Therefore, after updating the roster of all the eligible employees, nominate and send them for training in the programs of Central Hindi Training Institute and Central Translation Bureau.

3. I look forward to getting your active cooperation on the above points for the successful implementation of Official Language Policy.

( A. N. P. Sinha )  
Secretary, DOL

**O.M. No.1/14013/5/2011 OL(Policy), dated 12.4.2012**

**Subject: - Printing of codes /manuals etc. in bilingual form (Hindi and English)-**

Rule-11 of the Official Language (Use for Official Purposes of the Union) Rules, 1976, provides that all manuals, codes and other procedural literature related to the offices of the Central Government shall be printed and published in bilingual (diglot) form in Hindi and in English. Attention of all the Ministries/Departments was drawn towards this rule, vide this Department's O.M. No. 12012/5/76-OL(b) dated 31st August, 1976 wherein they were told that it is against the rule to print manuals and forms etc. only in English. They were also requested to get the manuscripts of manuals, codes and forms prepared in bilingual form and send them in bilingual form (in diglot form) to the Press. The Ministries/Departments were also expected to issue necessary orders to the Press under their control and other offices to strictly follow the policy of the Government in this regard and not to accept any material for publication in English only. Vide this Department's O.M. No. 1/14034/8/88.OL. (a-1) dated 31<sup>st</sup> May, 1988 the Ministry of Urban Development was requested to direct its Directorate of Publications to accept codes/manuals etc. for printing only if they are sent in bilingual form. These instructions were also circulated to all the Ministries/Departments and they were requested to send the material for printing to the Government Presses in bilingual form. They were also expected to issue necessary instructions in this regard to their subordinate and attached offices.

Some government publications are still being published separately in English and Hindi. Therefore, the Ministry of Urban Development and all other Ministries/Departments are requested to ensure that the above-mentioned rules and orders regarding printing of Government publications in bilingual form are fully complied with in the Ministries/Departments, attached and subordinate offices and Banks/Undertakings etc. Kindly send an acknowledgment of this office memorandum and provide a copy of the instructions issued on the subject to your subordinate offices etc.

**O.M. No.1/14011/01/2012-OL. (Policy/C.T.B.), dated 28.5.2012.**

**Subject:-Policy instructions for the use of simple and easy Hindi in official work.**

In order to promote the use of Hindi in the offices of the Union, policy instructions have been issued by the department from time to time for the use of simple and easy Hindi. The following earlier instructions have been mentioned in Letter No. 1/14011/02/2011-OL.(Policy-1), dated 26th September, 2011 issued by the then Secretary, Department of Official Language on this subject.:-

(a) OM No. II/13034/23/75-OL(C) dated 17.3.1976

(b) O.M. No. 13017/1/88 (c) dated 27.04.1988

(c) D.O.letter No. 1/14013/04/99-OL(Policy) dated 30.6.1999

(d) O.M.No. 1/14011/04/2010-OL (A-I) dated 19.7.2010

2. To adopt a simpler form of Hindi, each person can use the popular words of other languages as per his need based on his level of knowledge of Hindi. However, it is neither expected nor possible to create a standard or prescriptive/illustrative list of such words. It is, therefore, felt that there was no need to issue any other direction other than the four directions mentioned above. I am directed to clarify that only the guidelines mentioned in the above-mentioned four references dated 17.3.1976, 27.4.1988, 30.6.1999 and 19.7.2010 may be followed.

**O.M. No.I/16034/06/2008-OL.(Policy/C.T.B.), dated 20.6.2012**

**Subject:-Use of regional languages in the forms etc. to be used by the public and on the boards, name plates etc. to be put up by the local offices of the Central Government for the information of the public.**

The following directions have been issued from time to time by the Department of Official Language on the above subject:

(a) O.M. No. 07/9/65-O.L. Dated 25-3-1968

All Ministries/Departments should make available the respective forms used by the public in their local offices in Hindi, English and regional languages for the convenience of the local public. The section to be filled in the government office should be printed only in Hindi and English and the long forms should be printed separately in Hindi, English and regional languages.

(b) OM No.01/14013/5/76-O.L.(A-1) dated 18-6-1977

As per the suggestion given in the meeting of Kendriya Hindi Samiti held on 11-1-1977, all the Ministries/Departments are to put up the names of their offices located in non-Hindi speaking areas and notice boards for the information of the public in (i) Regional Language (ii) Hindi and (iii) English language respectively; the letters of all the scripts should be of the same size. 'Status quo' to be maintained in respect of Tamil Nadu.

(c) O.M. No. 01/14013/2/86-O.L.(A-1) dated 26-2-1986

In accordance with the provision of Rule 11(3) of the Official Language (Use for the Official Purposes of the Union) Rules, 1976, inscriptions on all nameplates, notice boards, letterheads and envelopes and other stationery materials for use in the offices of the Central Government shall be written or printed in Hindi and in English. Boards, name-plates, etc., to be put up by the offices of the Central Government located in non-Hindi speaking areas for the information of the public should be prepared as per the instructions given in the Official Language Department's Office Memorandum No.01/14013/5/76-O.L.(Policy-1) dated 18-6-1977. The provisions of Rule 11(3) of the Official Languages (Use for Official Purposes of the Union) Rules, 1976 do not apply to the Central Government offices located in the State of Tamil Nadu, and hence their compliance should be left to the respective offices.

(d) OM No.01/14013/7/2010- O.L.(Policy-1) dated 7.4.2011

Local offices of the Central Government located in Hindi speaking states (whose Official Language is Hindi), public sector banks and undertakings, shall put up boards, signboards, name-plates, direction signs in Hindi and English and in the Official Languages of the respective state governments with fonts written/printed/engraved in the same size. These will first be written/engraved/printed in Hindi. The order of the state's Official Languages and English language will be determined by the concerned department or the state government. Boards, signboards, name-plates, direction signs in the local offices of the Central Government located in non-Hindi speaking states, shall use the regional language, Hindi and English, as per the instructions given in OM No. 1/14013/5/76-OL.(Policy-1) dated 18.6.1977.

2. It has come to the notice of the Department of Official Language that the above instructions are not being complied with by the Central Government Offices etc. Therefore, all the Ministries/Departments are requested to ensure compliance of the above instructions issued by the Department of Official Language in their Ministries/Departments and their subordinate and attached offices etc.

The Department of Official Language may please be informed immediately about the action taken in this regard.

**O.M. No.14011/01/2016-OL(Policy) Dated: 29.01.2016**

**Subject:—Ensuring compliance of section 3(3) of the O.L. Act, 1963.**

It is the statutory requirement for all the Ministries/Departments and their attached and subordinate offices, undertakings etc. that all the documents to be issued under the section 3(3) of the Official Languages Act, 1963 are issued by them bilingually i.e. in Hindi & English simultaneously. But it has been observed that in spite of the fact that attention has repeatedly been drawn towards this requirement, the aforesaid documents are being issued in English only. Whereas resolutions, general orders, rules, notifications, agreements, administrative or other reports or press releases etc. under section 3(3) should be issued in bilingual form only.

- Communications from an office of the Central Government to any State or Union territory in Region A or to any office (not being an office of the Central Government) or person in such State or Union Territory shall, except in exceptional cases, be in Hindi and if any correspondence to any of them is sent in English, then their Hindi translation will also be sent along with them.
- Communications from an office of the Central Government to any State or Union territory in Region B or to any office (not being an office of the Central Government) shall ordinarily be in Hindi and if any correspondence to any of them is sent in English, then their Hindi translation will also be sent along with them. But letters can be sent to any person in any state or union territory in Hindi or in English.
- Provided that if any such State or Union territory desires that any particular class or category of communications or communications intended for any of its offices be sent in English or Hindi for a period specified by the Government of the State or Union territory and be accompanied by translation in any other language, then such communication will be sent in the same manner.
- Communications from an office of the Central Government to any State or Union Territory in Region C or to any office (being an office of the Central Government) or person in such State shall be in English.

2. Simultaneously, you may direct all the employees and officers working in the Receipt and Dispatch Section (R&D) of your Ministry/Department to issue instructions regarding compliance of section 3(3) that the letters issued from the Ministry/Department should be issued in bilingual (Hindi/English) form.

3. All the Ministries/Departments etc. are therefore requested to issue all the documents coming under section 3(3) of the Official Languages Act in bilingual form simultaneously and it should also be kept in view that while issuing such documents, the Hindi version should precede the English one.

**OM No. 14013/01/2016-O.L.(Policy) dated 3.3.2016**

**Subject: - The amount spent on advertisements by Ministries/ Departments/ Undertakings/Autonomous Bodies/Banks etc.- Regarding**

Kindly refer to the Resolution No. I/20012/07/2005 O.L.(Policy) dated July 2, 2008 issued by the Department of Official Language, wherein following orders have been issued regarding the total amount of budget received on advertisements by the Ministries/Departments at Serial No. 70 of the recommendations made in the eighth section of the Parliamentary Committee on Official Language.

Recommendation made by the Parliamentary Committee on Official Language	President's Order
Minimum 50% of the total amount of advertisement should be spent on Hindi and 50% on English and regional language.	The recommendation may be accepted with the following amendment that the Central Ministry/ Department may fix a certain percentage of the budget allotted for government advertisements to be given in Hindi and English as per their requirement.

2. All Ministries / Departments / Corporations / Autonomous Bodies / Offices are requested to comply with the said order of the President, and determine the policy related to percentage of the amount to be spent on advertisements by their Ministry / Department / Corporation / Autonomous Body / Office / Banks and kindly send this information to the Department of Official Language within 1 month.

**O.M. No. 14013/07/2010-O.L.(Policy-I) dated 4.5.2017**

**Subject:-Use of Languages, other than Hindi and English, authorised for use for official purposes by the State Governments having Hindi as their first Official Language, on Boards, Sign-Boards, Name-Plates and Directional signs.**

Please refer to the Office Memorandum No. 14013-07 2010-OL(Policy-I) dated 07.04.2011 issued by the Department of Official Language on the above subject.

2. The Department of Official Language had issued the Office Memorandum on 07.04.2011 in view of the interests of the linguistic minorities. A copy of the concerned office memorandum is attached for information and appropriate action.

**OM No. 20012/01/2017-O.L.(Policy) Dated 30.6.2017**

**Subject:-Regarding expenditure on Hindi advertisements issued by the Ministries/Departments**

Kindly refer to the Department of Official Language Resolution No. 20012/01/2017-O.L.(Policy) dated 31.03.2017, which is regarding the President's order passed on the 117 recommendations made in Section 9 of the Recommendation of the Committee of Parliament on Official Language.

2. Recommendation No. 88 is regarding the expenditure to be incurred on advertisements by the Ministries/Departments, on which the President's orders are as follows -

No.	Recommendation	President's Order
88	As recommended by the committee, all Ministries/Offices should spend minimum 50% of the total amount of advertisements on Hindi advertisements. Applicable from October 2007 by the Ministry of Information and Broadcasting, the new advertisement policy should be suitably amended as per the above recommendation of the committee.	In supersession of the order taken on Recommendation No. 70 of the Eighth Section of the Report of the Parliamentary Committee on Official Language, the recommendations made on Recommendation No. 48 and 88 of Section 9 are accepted with the modification that the Advertisements given by Ministries/Departments/Offices/Undertakings etc. in English/ regional languages will also be given in Hindi language compulsorily.

3. All Ministries / Departments / Corporations / Autonomous Bodies / Offices are requested to comply with the said order.

**O.M. No. 14013/01/2018- O.L. (Policy) Dated 16.1.2018**

**Subject - Names of the products of all Government or Semi-Government companies/ organizations / institutions under the control of the Government of India – Regarding.**

Kindly refer to Orders of the President on the recommendation No. 114 of the Resolution No. 20012/01/2017 O.L.(Policy) dated 31.3.2017 issued by the Department of Official Language, which is as follows –

Recommendation	President's Order
Products of all the companies should have description in Hindi and the name of the product should be written in Devanagari	The recommendation may be accepted with the following amendment that all the companies/ organizations/ Institutions whether Government or Semi-Government must follow this.

2. With reference to above it is clarified that products of all Government or Semi-Government companies/ organizations / institutions under the control of the Government of India which are sold in the Indian market and exported should have description in Hindi and the name of the product should be written in Devanagari.

**D.O. Letter No. 14013/01/2020-O.L. (Policy) dated 17.9.2020**

**Subject: Policy guidelines for the use of simple and easy Hindi in official work.**

On the auspicious occasion of Hindi month / fortnight / day, I once again congratulate you and all your officers and employees on behalf of the Department of Official Language, Ministry of Home Affairs and convey my best wishes.

2. In many important forums and top level meetings, emphasis has been given time and again to use the Official Language Hindi in official work in a simple, understandable and natural form. In this context, please refer to the minutes of the 31<sup>st</sup> meeting of the Kendriya Hindi Samiti constituted under the chairmanship of the Hon'ble Prime Minister, which were issued by the Official Language Department's Office Memorandum No. 20017/02/2018-O.L. (Policy) - Part 15 dated 03.10. 2018 circulated to all Ministries/Departments and Subordinate Offices.

**3. It would be appropriate to mention the suggestions given by the Hon'ble Prime Minister in the minutes of the 31<sup>st</sup> meeting of the Kendriya Hindi Samiti.**

**Item No. 14.5** - Bridge the gap between official Hindi and social Hindi.

**Item No. 14.6** - Adopt appropriate words from other languages in Hindi.

**Item No. 14.7** – Find ten good words from other Indian languages each and add to Hindi language

**Item No. 14.9** - Language used in official documents is a hindrance in the promotion of Hindi. Many a times, translation is difficult to understand. This matter should be taken seriously and it should be ensured that the language of translation is kept simple.

**Item No. 14.12** - Measures should be taken to enrich Hindi with other languages of the country.

4. Use of very complicated words in the language of work reduces the inclination of the common man, and increases his mental resistance. In the changing environment, the form of working Hindi must be made simple and easy to understand. Generally, it has been noticed that when Hindi is not used for official work originally and is presented in translated form, the language becomes more complex and difficult. Therefore, there is a great need to motivate the subordinate officers/employees to do official work in Hindi originally. While preparing the original draft, popular words of other languages like Urdu, English and

other provincial languages should also be used in it as per the requirement so that Hindi can be easily understood by the common people.

**5. To adopt a simpler form of Hindi, the Department of Official Language has issued instructions from time to time, and it will be relevant to repeat them briefly:**

**(i) O.M. No. II/13034/23/75-O.L. (C) dated 17.3.1976**

It was clearly written in this office memorandum dated 17.3.1976 that Official Hindi is not a separate type of Hindi. It is not enough that the writer himself can understand what he has written. It is important that the reader understands what the writer wants to say.

**(ii) Official Letter No. 1/14013/04/99-O.L. (Policy) dated 30.06.1999.**

In this official letter, it was said that the language style of translation should be easy, simple, natural, readable and understandable. Simple translation examples were also provided with this letter.

**(iii) O.M. No. 1/14011/04/2010- O.L. (Policy-1) dated 19.07.2010**

In this office memorandum, it was said that not only simple and intelligible words should be used in translation, but as far as possible, sentences should be short and instead of translating every word, write the meaning of the sentence or its part in the style of Hindi language. Instead of using difficult Hindi words for words that are commonly used in English or other languages, the same words should be transliterated in Devanagari script.

**(iv) Official Letter. No. 1/14011/02/2011-O.L. (Policy-1) Date 26.09.2011**

In this official letter, policy instructions were given for the use of simple and easy Hindi in official work. All Ministries/Departments/Organizations were also requested to continuously send the words to the Director (Central Hindi Training Institute), Director (Central Translation Bureau), as they consider it appropriate to be adopted by the Hindi language, as a user, so that this process is continuous and keeps going on permanently.

**(v) Official Letter.No. 1/14011/02/2011-O.L. (Policy-1) Date 11.08.2016**

In this official letter, all the senior officers of the Central Government were encouraged to work in Hindi, paying special attention to the simplicity, ease, fluidity and uniformity of Hindi and to encourage writing and drafting of original notes and drafts in colloquial language.

6. When the makers of our Constitution accorded the status of Official Language to Hindi under Article 343, they clearly wrote in Article 351 of the Constitution that "It shall be the duty of the Union to increase the spread of Hindi language, to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India. It was also said in this article that for the development of Hindi, the form, style and words of 'Hindustani' in Hindi and other languages given in the Eighth Schedule should be adopted.

7. Lastly, I would not only request you again, but urge you to make a conducive and encouraging environment for the use of simple Hindi, so that your officers / employees are inspired and encouraged to write notes, drafts, correspondence etc. originally in easy Hindi.

8. I not only hope but have full faith that while discharging the obligations given by the constitution regarding the Official Language, you all will not only use Hindi progressively but ensure maximum use of simple Hindi. This will accelerate the pace of development of the nation, bring transparency in the administration and the common people will get the full benefits of public welfare schemes. In this way, all of us will be able to make our invaluable contribution in building a prosperous, strong, new and self-reliant India as per the dreams of the Honourable Prime Minister.

Dr. Sumeet Jerath

**D.O.Letter No.- 14011/01/2021-O.L.(Policy) dated : 20.01.2021**

**Subject: Fulfilling the constitutional obligations for promotion and propagation of the Official Language - Hindi for official purposes and to accelerate the pace of its propagation.**

As per the Official Language Resolution 1968, the pace of promotion and propagation of Hindi has to be accelerated by preparing a more intensive and comprehensive program and implementing it. As is well known, our Official Language policy is based on inspiration, encouragement and goodwill. Therefore, taking inspiration from, Hon'ble Prime Minister for the use of mnemonics, the Department of Official Language has formulated a strategy of 12 Pras, the factors of which are –

- Prerana (Inspiration and Motivation)
- Protsaahan (Encouragement)
- Prem (Love and affection)
- Prize (Rewards)
- Prashikshan (Training)
- Prayog (Usage)
- Prachar (Advocacy)
- Prasar (Transmission)
- Prabandhan (Administration and Management)
- Promotion (Promotion)
- Pratibaddhata (Commitment)
- Prayas (Efforts)

For the promotion of Hindi, there is a great need to give special emphasis on the last two Pra's" that is commitment and effort.

2. The Department of Official Language, Ministry of Home Affairs is determined and making constant efforts for the fulfilment of constitutional obligation to make Official Language-Hindi more simple, easy, accessible and understandable. The department believes that this is a necessary condition to accelerate the speed of Hindi for official purposes. To give further impetus in this direction, the commitment and efforts of the top leadership of the Ministry / Department / Government Undertaking / Nationalized Bank (Honourable Minister, Secretary, Chairman and General Manager) is sufficient condition.

3. Recently, in the meeting of the Central Official Language Implementation Committee (COLIC) held on 02-05 November 2020, the conclusion was derived that if the top leadership uses Hindi progressively/constantly, makes maximum use of it and the original work is done in Hindi, which is also indicated in Rule 12 of Official Language Rules, 1976, this will motivate and encourage the entire Ministry/Department by their exemplary leadership. By creating a conducive and encouraging environment for Hindi and monitoring the implementation of Hindi from time to time, the progress of Hindi will be faster. The Parliamentary Committee on Official Language has also asked us to give suitable suggestions and guidelines in this direction.

4. In the light of the above, the Department of Official Language, Ministry of Home Affairs urges you:

(a) Once in every month, when the Secretary / Chairman holds a meeting of senior officers under his chairmanship agenda item on the progress of work in Hindi and implementation of Official Language rules must also be included and discussed there.

(b) Entrust the responsibility of Hindi implementation to your Joint Secretary (Administration) / Administrative Head in your Ministry / Department / Institute and hold a meeting of the Departmental Official Language Implementation Committee (OLIC) under his chairmanship every quarter.



5. Moving forward the self-reliant India and Be Vocal for Local campaign of the Hon'ble Prime Minister, the Department of Official Language, Ministry of Home Affairs is propagating the memory-based translation tool "Kanthasth", made in India, with the help of C-DAC Pune, it ensures uniformity and excellence along with saving time in the field of translation. If you are willing to give "Kanthasth" training to the officers in your Department/Ministry, we will be more than happy to organize training program/workshop by our technical team at your place.

Jai Rajbhasha! Jai Hind!

Greetings,

(Dr. Sumeet Jerath)

Secretary, Department of Official Language

**D.O. Letter No.-11034/07/2021-O.L.(Policy) dated : 10.08.2021**

**Subject: The organization of Hindi Day / week / fortnight / month in September 14, 2021 - Regarding**

Ref: Office Memorandum No. 1/14034/2/87- O.L.(Impl-1) dated 21.04.1987 and 23.09.87 (attached)

Love and affection for one's own language is a form of love for the nation. Hindi has always strengthened the spirit of unity in diversity by uniting all Indians in one thread. The Constituent Assembly granted the status of Official Language to Hindi on 14 September 1949. To commemorate this auspicious day 14 September is celebrated as Hindi Diwas every year. The Department of Official Language was established in the year 1975 and was entrusted with the responsibility to see that maximum work in all the Central Government Offices/Ministries/ Undertakings/Banks etc. should be done in Hindi.

2. The Constituent Assembly entrusted all of us with this constitutional and administrative responsibility that we should make the maximum use of the Official Language Hindi and propagate it according to Articles 343 and 351 of the Constitution. Article 351 of the Constitution provides that it shall be the duty of the Union to promote the spread of the Hindi language to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in the other languages of India specified in the Eighth Schedule, and by drawing, wherever necessary or desirable, for its vocabulary, primarily, on Sanskrit and secondarily on other languages.

3. The Department of Official Language, Ministry of Home Affairs, is always energetic and constantly striving for the promotion of Official Language Hindi in Central Government Offices/Banks/Undertakings etc. All necessary steps are being taken by the department so that more and more government work be done in Hindi and taking forward the campaign of **Hon'ble Prime Minister's Self Reliant India - Be vocal for local** the Department of Official Language is laying emphasis on extensive use of memory-based translation tool 'Kanthasth' developed by the department through C-DAC Pune which would ensure uniformity and excellence along with saving the time taken for translation. Along with this, work is also being done to promote Hindi self-education '**LILA Software**' through multilingual medium.

4. According to the Official Language Resolution 1968, we have to accelerate the pace of spread and development of Hindi, by preparing a more intensive and comprehensive program and implementing it. Therefore, taking inspiration from, Hon'ble Prime Minister for the use of mnemonics, the Department of Official Language is progressing forward with the strategy of 12 Pras, viz. *prerana, protsaahan, prem, prize(puraskaar), prashikshan, prayog, prachaar, prasaar, prabandhan, pronnati, pratibaddhataaurprayaas* (inspiration and motivation, encouragement, love and affection, prize (award), training, usage, advocacy, transmission, administration and management, promotion, commitment and efforts.

5. According to Rule 12 of the Official Language Rules, 1976, it is the responsibility of the Administrative Head of every Central Government office to ensure proper compliance of the Official Language Act 1963, the rules and the guidelines issued by the Department of Official Language from time to time, make suitable and effective check-points and take measures for these purposes.

6. According to the instructions given in the last Central Hindi Committee meeting held under the chairmanship of Hon'ble Prime Minister, the difference between social and official Hindi is to be reduced. The need of the hour is that we should adopt Hindi in its simple form, and give priority to doing all our official work in Hindi. We have to take a pledge that we will use Hindi more and more in our day-to-day work, this would be the true compliance of the Constitution. In this context, the statement of famous poet Mahavir Prasad Dwivedi ji inspires us, he said 'You should write in the same way as you speak, converse; The language should not be artificial.

7. Keeping in view the guidelines issued by the Government regarding Corona, Hindi Divas/week/fortnight/month /competitions should be organized in September, 2021 on the auspicious occasion of Hindi Diwas-2021, with energy, enthusiasm and gaiety.

8. On the occasion of Hindi Diwas-2021 on 14th September, take Official Language Pledge so that we can discharge the obligations given by the Constitution. (Official Language pledge is attached).

9. Posters/banners/standees etc. of the quotations of Hindi scholars/distinguished persons should be made for display in the Ministries/Departments like last year. Some quotes are attached.

10. In order to promote and propagate Official Language Hindi effectively and make it widespread, the Ministries/Departments should also issue necessary guidelines to their subordinate offices, Public Sector Undertakings, Nationalized Banks and Financial Institutions etc. It is also requested to inform the Department of Official Language about the action taken in this regard.

Jai Rajbhasha! Jai Hind!

(Dr. Sumeet Jerath)  
Secretary, Department of Official Language  
Enclosures

**O. M. No. I/14034/2/87-O.L. (A-1) dated 21.4.1987.**

**Subject :-Organising Hindi Day/Hindi Week.**

*I am directed to invite attention to the Annual Programme which is issued by the Department of Official Language for implementation of the Official Language policy. Organising Hindi Day or Hindi Week once a year is one of the various items included in the Annual Programme for the progressive use of Hindi in the Central Government offices, Companies owned or controlled by the Central Government, Undertakings, Nationalised Banks etc.*

*2. Some Ministries/Departments have requested the Department of Official Language to issue some guidelines for organising Hindi Day or Hindi Week. This matter has been considered in the Department and it has been decided that some of the following programmes may be organised during this period in connection with organising Hindi Day/Hindi Week. These programmes are not exhaustive but are only illustrative. Various Ministries/Departments/ Attached Offices/Subordinate Offices/Undertakings/Banks /Corporations etc. can organise Hindi Day/Hindi Week on the basis of the programmes mentioned below and such other programme as they may deem suitable according to their particular circumstances :*

*(i) To acquaint the employees with the Official Languages Act, 1963, the Official Languages Rules 1976, the Official Language Resolution, 1968 and instructions issued by the Department of Official Language from time to time regarding Official Language policy.*

*(ii) To organise programmes for practising Hindi noting, drafting, typewriting and shorthand in connection with the official work.*

*(iii) To issue appeal by the higher officers in a meeting of the employees/officers for the purpose of inspiring them to work in Hindi. Problems encountered in implementation of the instructions regarding progressive use of Hindi may also be discussed in the meeting.*

*(iv) To distribute and exhibit publicity material with a view to increasing use of Hindi in the official work.*

(v) To organise exhibitions of books, glossaries and magazines published in Hindi relating to official matters. In these exhibitions, specimens of the work done or being done in Hindi viz Cheques, drawings, notings, charts etc. in Hindi can also be exhibited. Use of bilingual electronic typewriters, word processors, computers etc. can also be exhibited.

(vi) To organise competitions for officers and employees in drafting, noting, typing, stenography, declamations, debates, essays, poetry etc. in Hindi.

(vii) To organise programmes of plays, dramas, songs etc. of good taste in Hindi.

(viii) To organise programmes for giving necessary information to officers and employees regarding periodical reports relating to use of Hindi as Official Language.

(ix) To give awards, certificates etc. to officers and employees who do commendable work in conducting their official work in Hindi.

3. It is clarified that various steps taken to ensure progressive use of Hindi in official work are part of the normal official work. Expenditure involved in various activities for progressive use of Hindi in official work will, therefore, be managed by the concerned Ministries/Departments/Offices/Undertakings etc. in the same manner as they do for their other activities.

4. Various Ministries/Departments etc. of the Central Government are requested to bring these guidelines also to the notice of their attached and subordinate offices and Companies, Undertakings, Nationalised Banks etc. owned or controlled by the Central Government. A copy of the instructions issued in this regard may kindly be endorsed to this Department for information.

**O. M. No. I/14034/2/87-O.L. (Impl-1) dated 23.9.1987**

**Subject :-Organising Hindi Day/Week.**

The undersigned is directed to invite the attention of all the Ministries/Departments towards this Department Office Memorandum of even number dated 21st April, 1987, vide which some guidelines for organising Hindi Day and Hindi Week were issued.

2. In the meeting of the 'Up-samiti' of the Kendriya Hindi Samiti held on 24th June, 1987, some members suggested that the Hindi Day should be observed on 14th September only because it was on this date in 1949, that the Constituent Assembly had adopted Hindi as the Official Language of the Union. The members were also of the view that the observance of Hindi Week should also commence on 14th September. Voluntary organisations engaged in the propagation of Hindi should also be associated with these celebrations. It is to be noted that the Annual Programmes issued by this Department only mentioned that Hindi Day or Hindi Week may be organised once during the year. No specific date was indicated for this purpose.

3. The above suggestions were examined in this Department and it has now been decided that in future the Hindi Day should be observed on 14th September every year and the observance of Hindi Week should also commence on this day. In case 14th September happens to be a holiday, these may be observed on the following working day. Voluntary organisations engaged in the propagation of Hindi should also be associated with these celebrations.

4. All the Ministries/Departments of the Central Government are requested to bring these instructions to the notice of all their attached and subordinate offices and Companies, Undertakings, Nationalised Banks etc. owned or controlled by the Central Government.

5. Copy of instructions issued in this connection may also be endorsed to this Department.

**भारत सरकार**  
**गृह मंत्रालय**  
**राजभाषा विभाग (सदैव ऊर्जावान; निरंतर प्रयासरत)**  
**राजभाषा प्रतिज्ञा**

भारतीय संविधान के अनुच्छेद 343 और 351 तथा राजभाषा संकल्प 1968 के आलोक में हम, केंद्र सरकार के कार्मिक यह प्रतिज्ञा करते हैं कि अपने उदाहरणमय नेतृत्व और निरंतर निगरानी से; अपनी प्रतिबद्धता और प्रयासों से प्रशिक्षण और प्राइज़ से अपने साथियों में राजभाषा प्रेम की ज्योति जलाये रखेंगे, उन्हें प्रेरित और प्रोत्साहित करेंगे; अपने अधीनस्थ के हितों का ध्यान रखते हुए; अपने प्रबंधन को और अधिक कुशल और प्रभावशाली बनाते हुए राजभाषा- हिंदी का प्रयोग, प्रचार और प्रसार बढ़ाएंगे। हम राजभाषा के संवर्द्धन के प्रति सदैव ऊर्जावान और निरंतर प्रयासरत रहेंगे।

जय राजभाषा! जय हिंद !

**हिंदी भाषा से संबंधित सूक्तियां**

1. राष्ट्रीय व्यवहार में हिंदी को काम में लाना देश की एकता और उन्नति के लिए आवश्यक है।  
महात्मा गांधी
- 2 भाषा की सरलता, सहजता और शालीनता अभिव्यक्ति को सार्थकता प्रदान करती है। हिंदी ने इन पहलुओं को खूबसूरती से समाहित किया है।  
नरेंद्र मोदी (प्रधानमंत्री)
- 3 भारतीय सभ्यता की अविरल धारा प्रमुख रूप से हिंदी भाषा से ही जीवंत तथा सुरक्षित रह पाई है।  
अमित शाह (गृह मंत्री)
- 4 हिंदी भाषा एक ऐसी सार्वजनिक भाषा है, जिसे बिना भेद-भाव प्रत्येक भारतीय ग्रहण कर सकता है।  
मदन मोहन मालवीय
- 5 हिंदी राष्ट्रीयता के मूल को सींचती है और उसे दृढ़ करती है।  
पुरुषोत्तम दास टंडन
- 6 हिंदी हमारे राष्ट्र की अभिव्यक्ति का सरलतम स्रोत है।  
सुमित्रानंदन पंत
- 7 हिंदी राष्ट्रीय एकता का प्रतीक है।  
डॉ. संपूर्णानंद
- 8 भारतीय भाषाएं नदियां हैं और हिंदी महानदी।  
रवीन्द्रनाथ ठाकुर
- 9 हिंदी जैसी सरल भाषा दूसरी नहीं है।  
मौलाना हसरत मोहानी
- 10 हिंदी द्वारा सारे भारत को एक सूत्र में पिरोया जा सकता है।  
स्वामी दयानंद
- 11 समस्त भारतीय भाषाओं के लिए यदि कोई एक लिपि आवश्यक हो तो वह देवनागरी ही हो सकती है।  
जस्टिस कृष्णस्वामी अय्यर
- 12 वही भाषा जीवित और जागृत रह सकती है जो जनता का ठीक-ठाक प्रतिनिधित्व कर सके और हिंदी इसमें समर्थ है।  
पीर मुहम्मद मूनिस
- 13 देवनागरी ध्वनिशास्त्र की दृष्टि से अत्यंत वैज्ञानिक लिपि है।  
रविशंकर शुक्ल
- 14 हिंदी चिरकाल से ऐसी भाषा रही है जिसने मात्र विदेशी होने के कारण किसी शब्द का बहिष्कार नहीं किया।  
डॉ. राजेन्द्र प्रसाद
- 15 आप जिस तरह बोलते हैं, बातचीत करते हैं, उसी तरह लिखा भी कीजिए। भाषा बनावटी नहीं होनी चाहिए।  
महावीर प्रसाद द्विवेदी

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## CHAPTER 3 COMMITTEES RELATING TO OFFICIAL LANGUAGE

**OM No.II/20015/03/2011-O.L. (Policy-2) Dated May 2011**

**Subject:-Check-list of important points for consideration of honourable members in the meetings of Hindi Salahkar Samitis constituted in Central Ministries/Departments.**

Arrangements have been made to constitute Hindi Salahkar Samitis in Central Ministries/Departments for the smooth implementation of the Official Language Policy and to advise for the progressive use of Official Language Hindi.

2. Hindi Salahkar Samitis constituted in various Ministries/Departments are a very powerful platform for effective compliance of Official Language Policy of the Union Government. To achieve this objective, the Department of Official Language has prepared a list of important points(check-list) after extensive deliberation, for the consideration of the honourable members of Hindi Salahkar Samitis in the meetings of Hindi Salahkar Samitis. Some important Official Language related points have been listed for the consideration of the members of the meeting which are attached.

3. All the Ministries/Departments of the Government of India are requested to consider the points mentioned in the check-list in the meetings of Hindi Salahkar Samiti and kindly give suitable guidance to the Ministry/Department. This is a guiding list and not an exhaustive list by itself. In the Ministries/Departments, the concerned Joint Secretary, Incharge Official Language/Director, Incharge Official Language and Director/Joint Director/Deputy Director/Assistant Director, Official Language Unit, will ensure discussion on these points.

4. This office memorandum is being issued with the approval of the Secretary, Department of Official Language.

Check list for the meetings of Hindi Salahkar Samiti of various Ministries/Departments (subordinate/affiliated, and autonomous units of the Ministry/Department should also be included in the following suggested review points)

### **Status of Hindi posts and promotion opportunities for Hindi officers**

1. Whether the posts are created and filled up as per the norms prescribed for the creation of minimum Hindi posts and are filled up. If not, action being taken/ taken in this regard.
2. Establishment of the cadre for Hindi staff in the attached offices of the Ministries/Department and their details or other measures to provide adequate opportunities for promotion to them.
3. Status of outsourcing of Junior Translators through Service Providers to fill up the vacancies.

### **Implementation of Official Language Policy**

Status of compliance of the following legal provisions:

- i. Whether the records to be issued in bilingual form under section 3(3) of the Official Language Act are properly listed? If yes, the total number of such records.

(Section 3(3) of the Official Languages Act, 1963 : Notwithstanding anything contained in sub-section (1), both Hindi and English languages will be used for -

- (i) resolutions, general orders, rules, notifications, administrative or other reports or for press releases issued by the Central Government or any Ministry, Department or office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company;

(ii) Administrative and other reports and official papers laid before either House or Houses of Parliament;

(iii) For contracts and agreements executed by or on behalf of the Central Government or any ministry, department or office thereof or by any corporation or company owned or controlled by the Central Government or by any office of such corporation or company and for licenses permits, notices and tender forms issued.

I. There should be a detailed review of the information given in the prescribed form by the Ministry/Department under Rule 5 of the Official Language Rules, 1976.

(Rule 5: Communications received in Hindi shall be replied to in Hindi by the offices of the Central Government.)

II. There should be a detailed review of the information given in the prescribed form under Rule 11 of the Official Language Rules, 1976.

Rule 11 : Manuals, codes, other procedural literature, stationery etc.

(1) All manuals, codes and other procedural literature relating to the offices of the Central Government shall be printed or cyclostyled and published, as the case may be, bilingual in Hindi and in English.

(2) The forms and titles of the registers to be used in any office of the Central Government shall be in Hindi and in English.

(3) All name plates, notice boards, letterheads and inscriptions on envelopes and other articles of stationery for use in any office of the Central Government shall be written, printed or engraved in Hindi and in English.

5. Review of the efforts being made to carry forward the achievements by comparing the figures of achievement of annual targets related to Hindi usage with the targets and figures of the previous year.

6. Surprise checks regarding the factuality of the figures given in the Quarterly Progress Report.

7. Orders passed on the recommendations made in all the 08 sections of the Committee of Parliament on Official Language, which were required to be acted upon by the concerned Ministries, but have not yet been done.

8. Status of contribution made by undertakings in Hindi expansion work.

9. Status of Incentive Schemes in the Ministry/Department.

### **Computers and Websites**

10. (a) whether the website is compulsorily bilingual;

(b) Whether the Hindi website is as complete as the English website and is updated from time to time?

(c) Arrangement for the maintenance of the website.

11. (a) Status of information/training regarding activating the facility of working in Hindi Unicode on all computers and using available software for Hindi working on computers.

(b) the result of the 'Mantra' champion system, (In the 8 ministries/departments in which it is applicable, which are Ministry of Home Affairs, Department of Financial Services, Department of Personnel and Training, Department of Health and Family Welfare, Ministry of Railways (Railway Board), Department of Higher Education, Ministry of Micro, Small and Medium Enterprises and I.C.A.R.)

(c) Technical support available from C-DAC and NIC

12. Status of making available the Hindi format of the documents of the department (the letters/office memoranda/forms commonly used in the ministry) on the website.

### **Training**

13. Review of status of training in Hindi language, typing, stenography, translation. Status of action plan for nomination of training in Hindi language by the year 2015 to those employees / officers who do not have working knowledge of Hindi.

### **Glossary**

14. (a) Status of preparation and making available (including placing on website) the English-Hindi Glossary of the concerned field of work.

(b) Status of availability of vocabulary prepared by Commission for Scientific and Technical Terminology, Ministry of Human Resource Development

(c) Status of availability and utility of e-Mahashabdkosh prepared by C-DAC.

### **Other**

15. Matters received from the concerned Ministry/Department/Office which are pending in the Department of Official Language or any issue raised with them by the Department of Official Language.

**OM No.12024/16/2011-O.L./(Imp.-2), dated May 2012**

**Subject: - Reimbursement of expenditure incurred on the meetings of the Town Official Language Implementation Committees**

I am directed to convey that Government of India has sanctioned with immediate effect, in respect of the Town Official Language Implementation Committees, expenditure of Rs. 3000/- per meeting (Rs. 6000/- annually) to a committee with 10 to 50 member offices; 5000/- per meeting (Rs. 10,000/- annually) for committees consisting of 51 to 100 members and Rs.6000/- per meeting (Rs. 12,000/- annually) to a committee having more than 101 members. If there is any change in the number of members of these committees, it should be informed to the Department of Official Language so that the required changes can be made in the amount of their reimbursement accordingly. Reimbursement of expenditure on meeting to the presently constituted committees on the basis of their number of members will be as follows:

(1) Rs.6000/- per annum (Rs. 3000/- per meeting) to the following 163 Town Official Language Implementation Committees-

1. Duliajaan	2. Bongaigaon	3. Kohima	4. Digboi	5. Nalbari
6. Nagaon	7. Tezpur	8. Nazira	9. Dhubri	10. Jorhat
11. Bhadravathi	12. Bagalkot	13. Bellary	14. Bijapur	15. Davangere
16. Gulbarga	17. Hasan	18. Kolar	19. Karwar	20. Madikeri
21. Mandya	22. Puttur	23. Ananthapur	24. Adilabad	25. Eluru
26. Guntakal	27. Kurnool	28. Khammam	29. Nellore	30. Nizamabad
31. Tirupati	32. Warangal	33. MehboobNagar	34. Kasargod	35. Payyanur
36. Tiruvalla	37. Kayamkulam	38. Vadgara	39. kavaratti	40. Erode
41. Tirunelveli	42. Karaikudi	43. Cuddalore	44. Thanjavur	45. Karaiakal
46. Virudhu Nagar	47. Villupuram	48. BurnpurAsansol	49. Shantiniketan	50. Behrampur

51. Malda	52. Haldia	53. Bardhaman	54. Durgapur	55. Khadakpur
56. Kalimpong	57. Farakka	58. Jalpaiguri	59. Darjling	60. Katihar
61. Bhagalpur	62. Barauni-Begusarai	63. Gaya	64. Darbhanga	65. Dhanbad
66. Bokaro	67. Hazaribagh	68. Bhubaneswar first	69. Bhubaneswar Second	70. Sambalpur
71. Anugol	72. Paradweep	73. Kendujhar	74. Ambala	75. Kurukshetra
76. Dalhousie	77. Dharamshala	78. Bhatinda	79. Mandi	80. Rewari
81. Rohtak	82. Hisar	83. Leh Ladakh	84. Amravati	85. Chandrapur
86. Bhandara	87. Solapur	88. Satara	89. Ahmednagar	90. Jalgaon
91. Bhusawal	92. Ratnagiri	93. Baroda	94. Surat Raj	95. Rajkot
96. Valsad	97. Veraval	98. Gandhidham	99. Godhra	100. Bhuj
101. Bhavnagar	102. Dahod	103. Parbhani	104. Nanded	105. Vardha
106. Bharuch	107. Jagiroad Morigaon	108. Dewas	109. Neemuch	110. Balaghat
111. Chhatarpur	112. Satna	113. Hoshangabad	114. Raisen	115. Pipriya
116. Shajapur	117. Sehore	118. Jhabua	119. Dhaar	120. Chhindwara
121. Itarsi	122. Rajnandgaon	123. Bilaspur	124. Sri Ganganagar	125. Alwar
126. Abu Abu Road	127. Bikaner	128. Jaisalmer	129. Bhilwara	130. Ratlam
131. Shivpuri	132. Rewa	133. Mehsana	134. Khandwa	135. Panchmadhi
136. Burhanpur	137. Vidisha	138. Mandidweep	139. Khargone	140. Ujjain
141. Nepa Nagar	142. Bhilai	143. jhagda	144. Ambika	145. Behrod
146. Ajmer	147. Mount Abu	148. Bharatpur	149. Vijaypur Jila Guna	150. Hanumangarh
151. Muzaffarnagar	152. Sahara	153. Shahjahanpur	154. Bulandshahar	155. Aligarh
156. Moradabad	157. Rampur	158. Rae Bareli	159. Shakti Nagar	160. Haldwani
161. Tihri	162. Haridwar	163. Madgaon		

2. Rs.10000/- per annum (Rs. 5000/- per meeting) to the following 78 Town Official Language Implementation Committees

1. Gangtok	2. Aizawl	3. Shilchar	4. Dimapur	5. Itanagar
6. Dibrugarh	7. Manipur	8. Belgaum	9. Hubli	10. Mysore
11. Mangalore	12. Guntur	13. Vijayawada	14. Sagar	15. Raipur
16. Jodhpur	17. Kolam	18. Alam Pujha	19. Kottayam	20. Thrissur
21. Palakkad	22. Calicut	23. Kannur	24. Salem	25. Tiruchirappalli
26. Madurai	27. Coimbatore	28. Puducherry	29. Tuticorin	30. Udaipur
31. Ghaziabad	32. Noida	33. Ooty Cunnor	34. Nagarcovil	35. Vellore



36.Siliguri	37.Patna	38.Muzaffarpur	39.Ranchi	40.Jamshedpur
41.Sunabeda	42.Puri	43.Rourkela	44.Port Blair	45.Amritsar
46.Meerut	47.Agra	48.Mathura	49.Karnal	50.Gurgaon
51.Jalandhar	52.Delhi south	53.Patiala	54.Panipat	55.Faridabad
56.Ludhiana	57.Sonipat	58.Mumbai	59.Navi Mumbai	60.Mumbai north
61.Aurangabad	62.Gorakhpur	63.Jhansi	64.Izzatnagar Bareli	65.Kolhapur
66.Nashik	67.Akola	68.Jamnagar	69.Silvassa	70.Daman
71.Goa south	72.Goa North	73.Diu	74.Gandhinagar	75.Kota
76.Indore	77.Gwalior	78.Raichur		

(2) Rs.12000/- per annum (Rs. 6000/- per meeting) to the following 26 Town Official Language Implementation Committees

1. Guwahati	2. Shillong	3. Agartala	4. Bangalore
5. Hyderabad	6. Vishakhapatnam	7. Tiruvananthapuram	8. Cochin
9. Chennai	10. Kolkata	11. Cuttak	12. Chandigarh
13. Jammu	14. Delhi	15. Shimla	16. Pune
17. Ahmedabad	18. Bhopal	19. Jaipur	20. Jabalpur
21. Lucknow	22. Allahabad	23. Kanpur	24. Varanasi
25. Dehradun	26. Nagpur		

2. This sanction is being issued with the concurrence of the Ministry of Home Affairs (Finance-II Branch) vide their Informal Note No.-CF.113931/AS&FA(H) dated 23.1.2012

**OM No. : 12019/86/2014-) O.L.(Imp-2) Dated 10.6. 2014**

**Subject: Issues to be considered for the meetings of the Official Language Implementation Committee of the Ministries/Departments.**

Appropriate directions were given vide O.M No. 12024/1/87-OL.(Impl-2) dated 21-01-88 issued by the Department of Official Language to hold the meetings of the Official Language Implementation Committee regularly. It has come to the notice of the Department of Official Language that in the meetings of these committees, the expected and effective discussions regarding the implementation of the Official Language Policy are not taking place.

2. In view of the above situation, the Department of Official Language has decided that all the Ministries/Departments etc. should be requested to discuss the following points positively in the said meetings:

- (i) Issue of all papers under section 3(3) in bilingual form
- (ii) Status of correspondence in Hindi
- (iii) Reply to letters received in Hindi should be given in Hindi.
- (iv) Noting on files in Hindi.
- (v) Training in Hindi (Language, Typing and Stenography)
- (vi) To make the website fully bilingual and maintain them.
- (vii) To ensure the facility of working in Hindi and its use in departmental IT systems.
- (viii) To make codes, manuals etc. completely bilingual
- (ix) To provide bilingual facility (in Unicode) on all computers.
- (x) Status of Official Language inspections.
- (xi) Notifying the sections to do all their work in Hindi.
- (xii) Other special issues relating to the Ministry/Department.

3. This facility is being made available on the website of the Department of Official Language so that the Ministries/Departments can upload the date of the meeting of the committee, minutes and comments on the decisions taken in the meeting and also fill the proposed date of the next meeting.

**OM. No. 12024/12/2015-O.L.(Imp.2) dated: 29.02.2016**

**Subject: Guidelines for Regional Implementation Offices to make TOLIC meetings more effective.**

Town Official Language Implementation Committees have been constituted with the objective of providing a joint platform to the offices/undertakings/banks located in the city concerned to overcome the difficulties in the implementation of the Official Language Policy. It is expected from this forum that effective discussion can be held to increase the use of Official Language Hindi in the meetings of TOLICS and information can be exchanged about the best practices. Along with this, solutions can also be found to solve the difficulties of the offices which are having difficulty in the use of Official Language. But for some time, it is seen that the meetings of the committees are not getting very effective in fulfilling their basic purpose. The meetings of many committees have now become like formal events.

Therefore, the following instructions are given for organizing the meetings of TOLIC:

(1) The meetings of TOLIC are required to be organized on the basis of the guidelines issued by the Department of Official Language. It should be ensured by the Regional Implementation Offices that all required items are included in the agenda of the meetings of TOLIC. If the agenda is not in proper form, it should be prepared again.

(2) Some amendments have been made in the guidelines issued by the Department of Official Language related to the constitution, operation, purpose, composition and other relevant functional aspects of the new committees. A copy of the same is attached.

(3) The following are the main amendments to the guidelines:

(i) Before every meeting of TOLIC, the member secretaries should discuss their problems with all the member offices and seek suggestions from them. The suggestions received must be discussed in the meeting.

(ii) On the basis of the reports received from the member offices, during the meeting on behalf of one of the offices who has taken new initiatives, a presentation should be given on the new initiatives taken by them for implementation of Official Language so that other offices can also follow the same. Also, an action plan should be prepared to improve the implementation of Official Language in the offices which are not performing as per the requirement and the action taken by them, the progress in their work should be reviewed during the next meeting.

Kindly issue the above guidelines to the Member Secretaries of TOLIC concerned to ensure compliance thereof.

**Annexure**

### **Constitution, operation, objectives, structure and other relevant functional aspects of Town Official Language Implementation Committees**

I(i) **Constitution:** As per Department of Official Language's OM No. 1/14011/12/76 O.L.(Imp.-1) dated 22-11-1976, Town Official Language Implementation Committee can be constituted in all those cities of the country where there are 10 or more than 10 offices of the Central Government. The committee is constituted with the permission of the Secretary to the Government of India, Department of Official Language based on the proposal received from the Regional Implementation Offices of the Department of Official Language.

(ii) **Objective:** The objective of formation of Town Official Language Implementation Committees is to provide a common platform to promote the use of Official Language in Central Government Offices/Undertakings/Banks etc. spread across the country and to remove hurdles in the way of implementation of Official Language Policy. On this platform, officers of offices/undertakings/banks etc. can improve their achievement level by discussing and exchanging information about best practices to increase the use of Hindi.

(iii) **Chairman:** The committees are presided over by one of the senior most officers of the offices of the central government/ undertakings/banks etc. located in that town. While sending the proposal for constitution of the committee, the proposed chairman sends his written consent to the department on which he is appointed as the chairman after the approval of the Secretary of Department of Official Language.

(iv) **Member-Secretary :** The Chairman of the committee nominates a Hindi expert with his consent, to the post of Member-Secretary for the management of the secretariat of the committee. This Member-Secretary can be from his own office or from any other member-office. The Member-Secretary conducts the activities of the committee with the permission of the Chairman.

(v) **Meetings:** Two meetings of the committee are held in a year. The first meeting is expected to be held within two months of its formation and the second six months after that. Months for the meetings of the committee are decided according to the calendar issued by the Department of Official Language. Information regarding conducting the meetings must be given to the concerned Regional Implementation Office of the Department of Official Language at least 15 days before the appointed date so that the officers posted in them can ensure the representation of the department in the meetings.

(vi) **Representation:** The meetings of the Committee are required to be attended by the Heads of Offices of the Central Government Offices/Undertakings/Banks etc. located in a particular town, because as per Rule 12 of the Official Language Rules, 1976, the responsibility of the implementation of the Official Language Policy of the Union and compliance of the executive orders issued from time to time in this regard has been entrusted to the Head of Office. Officials of the Department of Official Language (HQ) / Regional Implementation Offices also participate in these meetings. Apart from these, officers of Central Hindi Training Institute and Central Translation Bureau and any one representative from the branches of Central Secretariat Hindi Parishad located in the city should also be invited in these meetings.

It is to be noted that in order to give special importance to the work of Official Language Hindi and to encourage the employees, there is a provision to mention it in the column related to the pen picture of the annual APAR of the employees.

(vii) **Classification of committees and reimbursement amount for meetings:** Based on the number of member offices, the committees are divided into three categories. Reimbursement of expenses is made for Rs.3000/- per meeting to committees having 10-50 member offices, Rs.5000/- per meeting to committees with 51-100 member offices, and Rs.6000/- per meeting to committees having 101 or more member offices. No expenditure amount is provided to the committees constituted separately for public sector banks and undertakings. A utilization certificate (in the proforma prescribed by the Department of Official Language) of the expenditure incurred on the meeting of the Committee, under the signature of the Chairman of the Committee, should be sent to the concerned Regional Implementation Office of the Department of Official Language within 15 days of the holding of the meeting.

(viii) **Award to the committee that has done the best work:** According to the norms set by the Department of Official Language, Town Official Language Implementation Committees doing outstanding work in promoting the progressive use of Official Language Hindi, are awarded Rajbhasha Kirti Puraskar at the national level and Rajbhasha Puraskar at the regional level.

## **II (1) Process of proposal for change of Chairmanship of TOLIC**

- (i) Change in the chairmanship will be possible only with the prior approval of the Department of Official Language.
- (ii) The proposal regarding change of chairmanship will be sent to the department through Regional Implementation Office.
- (iii) The written consent of the proposed Chairperson shall be sent along with the proposal.
- (iv) Change of chairmanship of TOLIC from one office to another at local level with mutual consent will not be acceptable.

## **III CHECK LIST OF POINTS REFERRED TO IN MEETINGS OF TOLIC:**

**(i) Organizing the meetings of the Town Official Language Implementation Committee** -To organize meetings regularly twice every year in the calendar month prescribed by the Department of Official Language and ensure representation of administrative heads of member offices in the meetings.

**(ii) Review of the Annual Program** - To review the Official Language Act/Rules and the orders issued by the Government of India regarding increasing the use of Hindi in official business and the implementation of the Annual Program related to the use of Hindi.

**(iii) Review of quarterly correspondence** - To review in detail the last two quarterly progress reports of Hindi of the member offices.

Based on the reports received from the member offices, a presentation should be made during the meeting by one of the offices that has taken new initiatives, about the new initiatives taken by them for implementation of Official Language so that other offices can also follow it. At the same time, an action plan should be prepared to improve the implementation of Official Language in the offices which are not performing as per the requirement and the action taken by them/progress in the work should be reviewed during the next meeting.

**(iv)** Before every meeting of TOLIC, the Member Secretary should call for reports from the member offices on their problems/difficulties. During the meeting, decisions should be taken to overcome these problems/difficulties and an action plan for implementation of the decisions should be made.

**(v) Information Management System** - Timely uploading of details of meetings of TOLIC on the website of the Department of Official Language and keeping the information updated.

**(vi) Priority to training** - To consider problems related to training of Hindi language, Hindi Typing and Hindi Stenography etc. To relieve officers/employees for training.

(vii) To get the items related to the progress of the use of Hindi included permanently in the review meetings to be held by the heads of each member's office.

**(viii) Information Technology** - To ensure the use of Unicode in every office for the purpose of facilitating work in Hindi on computer and to ensure the facility and use of working in Hindi in the system software used in government work. To apprise the member offices about the new progress and new IT tools in this area.

**(ix) To enhance the website and make them bilingual** - To encourage and keep the website of member offices bilingual.

**(x) Training in Information Technology** - Providing regular training to officers/employees by creating awareness about e-tools/software developed and made available by Department of Information Technology and Department of Official Language.

(xi) To ensure that the **quarterly progress reports** are sent online.

**(xii) Creation of posts, filling of vacancies and ensuring pyramidal structure of the cadre** - To ensure the creation of minimum Hindi posts according to the prescribed standards for the execution of Hindi work in member offices, to ensure pyramidal structure and to fill the vacant posts.

**(xiii) Compliance with Official Language Rule 11** - Rule 11 of the Official Language Rules, 1976 provides that manuals, codes, procedural literature, registers, name plates, notice boards, letterheads and envelopes relating to the offices of the Central Government shall be in Hindi and English and to get printed or engraved in bilingual form.

**(xiv) Deployment of Hindi Typists and Stenographers** - To ensure the posting of Hindi Typists and Stenographers with Hindi knowing officers.

**(xv) Seminars** - To organize conferences/seminars related to Hindi and to give awards/citations to the offices etc., which have done excellent work in compliance to the Official Language Policy.

**(xvi) Publication of magazines** - Publishing magazines at TOLIC level and encouraging member offices to publish Hindi magazines and honouring the member offices publishing such magazines.

It is requested that the proceedings of the meetings of the committee be conducted as per the guidelines. For any other guidance in this regard, the Department of Official Language (Headquarters), New Delhi or the concerned Regional Implementation Office can be contacted.

**No. 20012/1/2017-O.L.(Policy) Dated 31.03. 2017**

**Orders of the President on ninth part of the Report of The Committee of Parliament on Official Language**

(For publication in the Gazette of India, Part-I, Volume-I both in Hindi and English in diglot form)

**RESOLUTION**

20012/01/2017-OL(Policy): The Committee of Parliament on Official Language was constituted in 1976 under the Section 4(1) of the Official Languages Act, 1963. The Committee submitted ninth part of its Report to the President on 02.06.2011 relating to Ministry-wise/Region-wise assessment of the use of Hindi, on basis of review of the compliance of the section 3(3) of the Official Languages Act, 1963 and rule 5 of the Official Languages Rules, 1976 relating to correspondence in Hindi, publications, code-manual and training etc. in Hindi, purchase of Hindi books in Central Government Offices, computerization and Hindi, compulsory provision of Hindi knowledge in recruitment rules, availability of Hindi medium in academic and training institutions, expenditure on Hindi advertisements and use of Hindi for commercial activities etc. In accordance with Section 4(3) of the Official Languages Act, 1963, the Report was laid on the Table of the Lok Sabha and Rajya Sabha on 30.08.2011 and 07.09.2011 respectively. Copies of the Report were sent to all Ministries/Departments of the Government of India and to all States/Union Territories. After considering the views expressed by the State/Union Territory Governments and various Ministries/Departments, it has been decided to accept most of the recommendation in toto and some with modifications after getting their views. Accordingly, the undersigned is directed to convey the Orders of the President made under section 4(4) of the Official Languages Act, 1963 on the recommendations made in the ninth part of the Report of the Committee as under :

Sr.No	Recommendation	President's Order
1	The Committee has observed that the recommendations prepared with collective wisdom are not being deeply analyzed by the Department of Official Language. Thus, effective orders are not being issued on the recommendations made by the Committee due to which fruitful results are not achieved. Therefore, the Committee suggests that the Department of Official Language before issuing final orders on the recommendations may hold discussions with the Committee. After issue of orders, the Department of Official Language may pursue their implementation in all Ministries /Departments of the Government of India, in a time bound manner.	This recommendation is accepted in principle. The Department of Official Language will discuss issues with the Committee, wherever necessary. The Department of Official Language is committed for timely implementation of the President's order on the Committee's recommendations.
2	The recommendations made in the previous eight parts which have not been accepted or accepted with modifications should be reviewed and appropriate orders issued in keeping with recommendations.	This recommendation is accepted.

3	The situation has improved in Ministries/ Departments where more than 25 % of officers/employees were found to be untrained in the eighth part of the report but in Ministries/ Departments where training work was almost complete at that point of time, number of untrained officers/employees has again increased. Taking a serious note of this, the Committee recommends that the Ministries/ Departments should pay special attention to the training work so that it gets completed at the earliest. The Department of Official Language too should pay special attention so that the training gets completed within one year. Newly recruited personnel not having working knowledge of Hindi should be sent on training by the Government immediately after recruitment.	This recommendation is accepted
4	The Committee recommends that the Department of Official Language should make their monitoring machinery more effective and should pay special attention to increasing the percentage of Hindi correspondence in the Ministry/Department. It should not decrease.	This recommendation is accepted.
5	The Committee found that more than 50 % of the work is being done on computers in 11 Ministries /Departments. In the Ministry of External Affairs and Department of Science and Technology work on computers is less than 20 %. Hence, the Committee recommends that all Ministries/Departments should immediately provide facilities of bilingual computers and should train officials working on computers so that they can work in Hindi also.	This recommendation is accepted.
6	It has also come to the knowledge of this Committee that guest faculty called for Hindi workshops by some Departments/Ministries etc. are paid honorarium at a lesser rate than paid to the guest faculty called for other subjects. The honorarium paid for guest faculty for Hindi workshops should be at par with the honorarium paid for other subjects.	This recommendation is accepted.
7	The Secretary (Department of Official Language) should take up the matter of violation of Rule 5 of the Official Language Rule, 1976 with the Secretaries of the concerned Ministries/ Department.	This recommendation is accepted.
8	The Secretary (Department of Official Language) should take up the matter of violation of section 3 (3) with the Secretaries of the concerned Ministries/Departments.	This recommendation is accepted.
9	Stress should be laid on providing training to officials knowing Hindi so that they can do their official work in Hindi. For this purpose, desk training can prove to be effective. This effort should be geared up especially in 'A' and 'B' regions. In region 'C' firstly the officials must be given Hindi training in a time bound manner.	This recommendation is accepted.
10	To maximize use of Hindi on the computers, the Department of Official Language should make arrangements for providing training to the officials in collaboration with the Hindi Teaching Scheme.	This recommendation is accepted.

11	The senior most officer of every office should be assigned the responsibility to review the work done in Hindi by his subordinate officers on any day of the last week of every month in order to achieve the target of correspondence in Hindi by the office. The senior most officer may fix targets for doing work in Hindi in the next month and give directions to the official regarding the works to be accomplished in Hindi.	This recommendation is accepted.
12	The Committee also recommends that Hindi posts lying vacant in various offices may be filled without delay.	This recommendation is accepted.
13	Appropriate steps should be taken to make available training material bilingual in all training institutes.	This recommendation is accepted.
14	In every office the Official Language Implementation Committee (OLIC) should improve its execution and in each meeting of OLIC aforementioned issues may be reviewed and accordingly appropriate action should be taken.	This recommendation is accepted.
15	In the Annual Confidential Report of officers/employees of all cadres two columns mentioned below may be incorporated : (a) What is the target set for the officer/employee to work in Hindi. (b) To what extent has the officer/employee succeeded in achieving this target. In this regard senior officer may give his remarks.	This recommendation is not accepted.
16	To make the monitoring machinery effective the Committee recommends that a Proforma (related to Official Language) should be prepared and whenever an officer (including senior most officers) visits an office on tour or for conducting inspections, he should invariably conduct an Official Language inspection of that office and fill the above mentioned proforma. It should be ensured that every office is inspected at least once every year by some higher authority. This inspection can be conducted by Ministry/Headquarter, any higher level office or by the Department of Official Language.	This recommendation is accepted.
17	So far as monitoring is concerned it should be ensured that all the four meetings of the Official Language Implementation Committee are convened in all the offices and progress of Official Language in all the sections of the office is monitored in the meetings.	This recommendation is accepted.
18	All the Ministries/Headquarters should ensure that each big and small office, bank, undertaking, institute, tribunal etc. under their administrative control becomes member of the TOLIC in their respective towns.	This recommendation is accepted.
19	The Department of Official Language should make arrangements to incorporate the following items in the inspection proforma as well as Quarterly Progressive Report proforma made for the assessment of progressive use of Hindi in the Central Offices:	This recommendation is accepted.



	<p>a) Whether TOLIC has been set up in your town?</p> <p>b) Is your office a member of this TOLIC? c) If yes, The name and designation of the officer participated in the last meeting (date ) of the TOLIC,</p> <p>d) If not, why the membership of TOLIC has not been obtained so far?</p>	
20	<p>There should be mutual cooperation and proper coordination. If there is no Hindi Officer posted in the office of the Chairman of TOLIC, the responsibility of the Member Secretary of the Committee may be assigned to a competent and experienced Hindi Officer of another office from the town. An officer other than the Hindi officer should not be assigned the responsibility of Member-Secretary of the TOLIC.</p>	<p>This recommendation is accepted with the modification that in case there is no Hindi Officer posted in the office of the Chairman of TOLIC, then the Chairman should nominate an officer having working knowledge of Official Language policy and implementation from the TOLIC office or from another office of the town.</p>
21	<p>With regard to the amount incurred on organizing the meetings of TOLIC, the recommendation of the Committee made in the eight part of its report must be implemented immediately. Further the amount being provided for organizing the meetings should be increased by 15 % every year.</p>	<p>This recommendation is accepted with the modification that the amount incurred on organizing the meetings of TOLIC will be reviewed and revised from time to time.</p>
22	<p>At least one Hindi post may be created in all the Central Govt. Offices for implementation of the Official Language Policy. The concept of creation of minimum Hindi posts to implement the Official Language policy must be implemented with immediate effect.</p>	<p>This recommendation is accepted.</p>
23	<p>Any post of Hindi remaining vacant for more than a year, should not be abolished.</p>	<p>This recommendation is accepted.</p>
24	<p>A conference meeting comprising Secretary, Department of Official Language, Chairman TOLIC and Member Secretaries may be organized every year in region A, B &amp; C by the Department of Official Language to exchange views with each other.</p>	<p>This recommendation is accepted.</p>
25	<p>The information regarding TOLIC meetings, participation of Head of offices, the attendance of officers of Regional Implementation Offices in the meeting etc may be provided to Department of Official Language so that TOLICs can be monitored and objective of these committees are achieved.</p>	<p>This recommendation is accepted.</p>

26	As more and more TOLICs are being constituted all over the country, the number of Regional Implementation Offices and its officials must be increased in the same ratio.	This recommendation is accepted.
27	The Committee suggests that a standard font should be developed which can be used easily universally and that should be loaded in all softwares. In addition, a standard Key-board too should be finalized and loaded in all softwares.	This recommendation is accepted.
28	The Committee is of the opinion that the NIC should accept only those data/materials for developing website which is submitted to them in bilingual form.	This recommendation is accepted with modification that under the direction of Head of Office/ Department, the Web Information Managers of Ministeries/ Departments/ Offices should ensure that the data/material made available to them for uploading should be in bilingual form.
29	An awareness program should be started by Ministry of Information Technology in all the Ministries of the Government of India regarding availability of software developed by C-DAC. These Ministries will further spread knowledge about it in their subordinate offices and concerned offices. This should include salient features, utility and price of software packages.	This recommendation is accepted.
30	Training should be imparted to consumers about various specialties and utilities of a software package. It is not possible to train consumers individually but the software developing bodies like Ministry of Information Technology or C-DAC may consider launching training program for Trainers from Ministries/ Departments so they can further impart training to consumers in Offices/Departments.	This recommendation is accepted.
31	Therefore, it is suggested that all the software developers (C-DAC and others) should start a process of feedback and on that basis should bring a change in its product according to their need so that lacuna, if any, can be removed.	This recommendation is accepted.
32	A special training programme on the above subjects including practical classes should be conducted by the Department of Official Language for the personnel of the Central Secretariat Official Language Services in the first instance; other Hindi officers should be similarly trained thereafter.	This recommendation is accepted.
33	Ministry of Human Resource Development should make serious efforts to make Hindi Language compulsory in curriculum. As a first step, Hindi should be made a compulsory subject upto tenth standard in all schools of CBSE and Kendriya Vidyalaya Sangathan.	This recommendation is accepted in principle. Union Government should form a policy in consultation with State Governments.

34	To give autonomy in the fields of higher studies to Higher educational institutes some laws have been framed by the Central Govt and State Govts in Parliament and in the Legislative Assemblies of the state under which, in some Universities and Higher Educational Institutes, English is the only medium of instruction. In this regard, a uniform policy should be followed in all parts of the country. The Ministry of Human Resource Development should work out an action plan for implementing Hindi teaching scheme in all Universities/Higher Educational Institutes and initiate the process of implementing a common law and table it before both the Houses of Parliament.	This recommendation is accepted.
35	Ministry of Human Resource Development should take note of such Universities and higher educational institutes where there are no Hindi Departments. It should encourage them to establish Hindi Departments so that these departments could extend help in imparting education through Hindi medium.	This recommendation is accepted.
36	The universities and Higher Educational Institutes situated in non-Hindi speaking states where the students are not given an option for Hindi to appear in exams/interviews must be given an option to answer in Hindi.	This recommendation is accepted.
37	The financial aid given to the voluntary Hindi institutes is only for name sake and the Ministry of Human Resource Development should take effective steps to increase this grant.	This recommendation is accepted.
38	The reading material and the text books of technology should be prepared in Hindi by specialists of the subject who have knowledge of Hindi and they should be responsible to make available reading material and text books in Hindi in the correct form so that there is no possibility of mistakes.	This recommendation is accepted.
39	At school level, degree level and especially at Post Graduate level very less reading material is available in Hindi as compared to material available in English. If teaching and training material is made available in simple Hindi, this will be helpful to the students of Hindi medium and in this way they can compete with the students of English medium.	This recommendation is accepted.
40	Original books on science should be written in simple Hindi.	This recommendation is accepted.
41	Hindi writers and translators may be recruited for technical subjects and universities may be selected to teach Hindi to foreign students.	This recommendation is accepted with modification that Union Government should promote writing of Hindi book on technical subjects.
42	During various inspections, oral evidences and discussion programmes the Committee has arrived at the conclusion that some difficulties are being faced in the practical usage of some of the difficult words in Hindi. Thus, to enable the reader to grasp the language easily and for its practical usage "English words may be transliterated in Hindi and replaced for difficult Hindi words in Hindi text books and glossaries."	This recommendation is accepted.

43	Different Hindi synonyms for various scientific and technical English words are being used which causes problems in the implementation of Hindi. To overcome this problem standard terminologies are required to be prepared so that there is uniformity in Hindi synonyms of various scientific & technical words in English and complicated scientific & technical subjects are presented easily in Hindi.	This recommendation is accepted.
44	It is recommended that a minimum level of Hindi education be fixed in all the educational institutions.	This recommendation is accepted.
45	Option of attempting question papers through Hindi medium should be given to the candidates in the recruitment to Central Government services.	This recommendation is accepted.
46	A minimum level of knowledge of Hindi for all services should be fixed.	This recommendation is not accepted.
47	A proposal for making Hindi education compulsory up to Class tenth should be introduced in the Parliament.	This recommendation is accepted with modification that Hindi subject be made compulsory up to class tenth in Region 'A'. In this regard Union Government should formulate a policy after consultations with the State Governments.
48	The Committee reiterates its recommendation of at least 50% of total expenditure on any form of advertisement to be incurred on Hindi advertisements and remaining 50% on Regional Languages and English Language.	In supersession of the recommendation no. 70 of Part 8 of the recommendations of Committee of Parliament on Official Language, the recommendation no. 48 and 88 of Part 9 is accepted with modification that any advertisement given by any Ministry / Department / Office / Subordinate Office etc in English or Regional Language, has to be compulsorily given in Hindi language.
49	As far as possible strictly adhere to advertising in Hindi and Regional Languages only.	This recommendation is accepted.
50	Where it is mandatory to issue advertisement bilingually, the same may be issued in the diglot form.	This recommendation is accepted.

51	To counter the higher cost, the advertisements in Hindi Newspapers may be given prominently with bigger size at starting pages and that in English Newspapers at relatively smaller size and in middle or ending pages.	This recommendation is accepted.
52	The Committee is of the opinion that Scientific/Research and other Research institutions spend a large amount on purchase of books. If this exemption continues the major portion of library budget will be spent on the purchase of the journals and reference books and will adversely affect the purchase of Hindi books. This will be a deviation from the original purpose. Therefore, clear orders in this regard may be issued that in any case 50% out of the total amount for purchase of books should be used for the purchase of Hindi books. The Committee recommends that in the offices where library budget is not allocated, minimum 1% of the Office Expenditure Head may be spent on the purchase of Hindi books. It is also to be kept in mind that 50% of total library budget or 1% of the total Office Expenditure Head, whichever is more, may be spent on purchase of Hindi books.	This recommendation is accepted with modification that after spending on journals and reference books from the library budget, 50% of the balance amount or 1% of Office Expenditure Head whichever is higher, is to be spent on purchase of Hindi books
53	Original book writing scheme should be made more attractive and prize amount should be increased.	This recommendation is accepted.
54	There are many Government officials who are engaged in creative writing in Hindi and are contributing immensely in enriching Hindi literature. The Committee suggests that such talented officials may be given encouragement or promotion.	This recommendation is accepted with modification that special incentive should be given to Government Officials engaged in creative writing in the field of Hindi literature.
55	Translation of good English books should be encouraged and a scheme should be proposed. This may be called "Outstanding Translation Scheme".	This recommendation is accepted.
56	The Committee recommends that 'book clubs' should be set up through welfare clubs in all the Ministries/Departments/Offices of the Central Government.	This recommendation is accepted.
57	The Committee recommends that the Time Table published by Air India should be printed bilingually so that the stipulated Rule in this regards doesn't get flouted.	This recommendation is accepted.
58	The Committee recommends that the 'Swagat' published by Air India should be published bilingually in one bound.	This recommendation is accepted. 'Shubhyatra' published by Air India should be published bilingually in one bound.
59	The Committee recommends that the Department of Official Language after discussion with the concerned Ministries/Departments should consider adding a new column in the ACR referring to the ability of creative writing in Hindi.	This recommendation is not accepted.

60	The Committee is of the view that House Journals should be published in Hindi and in the regional language of the concerned region so that government officials capable of writing in their regional language may also get encouragement and opportunity to show their talent.	This recommendation is accepted.
61	In future the Ministry of Railways should purchase and bring in use only those electronic equipment which have the facility of working on Devnagari. The facility of working in Devanagari should be made available without delay on telex, computers, and word processors etc which at present are only in Roman.	This recommendation is accepted.
62	Newly created and vacant Hindi posts should be filled up urgently.	This recommendation is accepted.
63	The Hindi computing foundation is doing a praiseworthy work on imparting the knowledge of Hindi language to officers and employees, teaching Hindi on computers and developing a software on Hindi for ensuring the maximum use of Hindi in Central Government offices especially Railway Department. This institute should be strengthened by the Ministry of Railways by giving it financial aid so that by the use of self developed technology the dependence of the Ministry on outsourcing could be stopped	This recommendation is not accepted due to Hindi computing foundation being defunct.
64	The Hindi software being used in Railway Board and its various subordinate offices situated all over the country should be standardized.	All Ministries/Departments should use Unicode supported fonts.
65	Announcements should be compulsorily made in Hindi besides English and Regional languages in Railway stations all over the country especially in the states of 'C' region.	This recommendation is accepted.
66	The names and other details of products manufactured by the undertakings/factories of Ministry of Railways should be written both in Hindi and English. <sup>3</sup>	This recommendation is accepted.
67	All officers/staff related to Official Language Hindi working in the Ministry of Railways and all its subordinate offices should be given pay scales equivalent to officers/staff working in other Ministries of the Government of India on similar posts and they should be given optimum opportunities of promotions.	This recommendation is accepted.
68	At present there are three official websites of the Ministry of Railways which create confusion at times. Therefore, to make the position clear the Ministry of Railways should use only one official website and make it fully available in bilingual form.	Ministry of Railways should ensure that its website remains fully available in bilingual form at all times.
69	Information on all Railway tickets should be provided in bilingual form so that there is no inconvenience to those knowing Hindi.	This recommendation is accepted.

70	All advertisements given by the Ministry of Railways should be issued in bilingual form and Hindi should be given its proper place on all advertisements being given inside and outside the coaches of trains. Especially the banners, hoardings etc regarding advertisements at Railway stations and Railway compounds should be compulsorily in bilingual form.	This recommendation is accepted.
71	Information on all quotations and forms should be published in bilingual form by the Railway board.	This recommendation is accepted.
72	MEA should chalk out a time bound programme for making Hindi the Official Language of the United Nations.	This recommendation is accepted with modification that MEA should work on preparing a plan with budget estimates for making Hindi the Official Language of the United Nations.
73	Bilingual forms should be made available by all passport offices and forms filled in Hindi by applicants should also be accepted. Entries should also be made in Hindi in all passports being issued.	This recommendation is accepted.
74	Information regarding passport and visa should also be made available in Hindi on the official website of the Ministry.	This recommendation is accepted.
75	Posts of Hindi should be created in subordinate offices/Embassies etc of the MEA situated in foreign countries. Vacant posts of Hindi in offices/embassies should be filled as quickly as possible.	This recommendation is accepted.
76	To make the Foreign Service officers well versed with the Official Language policy of the Union and the Official Language Act and Rules, these should be included in their training programme.	This recommendation is accepted.
77	Copies of the book titled `India Perspective` published by the MEA which is an outstanding publication should be published with equal editions in Hindi and English.	This recommendation is accepted.
78	The facility of working in Hindi should be ensured on computers being used in all passport offices, and work on computers should also be done mainly in Hindi.	This recommendation is accepted.
79	In order to ensure the implementation of Official Language policy, the Ministry and all offices under its control must make the optimum utilization of its human resources.	This recommendation is accepted.
80	Maximum usage of Hindi should be ensured on all tickets of Air India and Pawan Hans Helicopters.	This recommendation is accepted.

81	All officers/staff of Official Language should be given suitable pay scales and equal opportunities of promotion should be made available to them and there should be no discrimination against them.	This recommendation is accepted.
82	In future a Joint Secretary level officer must represent the Ministry in all the inspection meetings.	This recommendation is accepted.
83	A time bound programme should be made to train all the untrained staff in Hindi and also fill in all the vacant posts of Hindi at the earliest in all subordinate offices of the Ministry.	This recommendation is accepted.
84	The remaining officers/staff should be nominated to Hindi workshops for time bound training.	This recommendation is accepted.
85	One post of Hindi should be created at Indira Gandhi Rashtriya Udan Academy, Raibareilly as per the specified rules and all training material of the Academy should be provided in Hindi.	This recommendation is accepted.
86	The material and number of copies of the magazine 'Swagat' and 'Namaskar' published by NACIL should be equal in Hindi and English so that the Hindi copies of these magazines are easily available to all passengers.	To be implemented as per Order on recommendation no. 58.
87	The website of the Ministry and all offices under its control should be available in bilingual form and while updating the website, pages of Hindi should also be compulsorily loaded there.	This recommendation is accepted.
88	According to the recommendations of the Committee, all Ministries/offices should spend a minimum of 50% of the total amount of advertisements on Hindi advertisements. Requisite amendments should be made by the Ministry of Information and Broadcasting in their advertisement policy of Oct 2007 as per the above recommendation of the Committee.	In supersession of the recommendation no. 70 of Part 8 of the recommendations of Committee of Parliament on Official Language, the recommendation no. 48 and 88 of Part 9 is accepted with modification that any advertisement given by any Ministry / Department / Office / Subordinate Office etc in English or Regional Language, has to be compulsorily given in Hindi language.
89	All translators-cum-announcers of Hindi should be given pay scales equivalent to those being given to translators-cum-announcers of Nepali, French and the foreign languages by the Directorate General of All India Radio.	This recommendation is accepted.
90	The Hindi officer working in the subordinate office of the Ministry of Information and Broadcasting namely IIMC should be given the pay scale as per the recommendations of the sixth Pay Commission. Similarly, the Hindi officer working in the Press Council of India, another subordinate office of the Ministry of Information and Broadcasting should be given due promotion	This recommendation is accepted.



	as per rules.	
91	In view of the important role of AIR and Doordarshan Kendras located all over the country, the posts of Hindi lying vacant for a long-time in these Kendras should be filled on priority basis.	This recommendation is accepted.
92	The time period of programmes being broadcast in Hindi by all Kendras of AIR and Doordarshan should be fixed.	This recommendation is accepted.
93	The compilation of FR and SR should be published in Hindi for all Ministries and offices by the Publications Division and these should be made easily available.	This recommendation is accepted. To be implemented as per Rule 11 of Official Language Rules, 1976.
94	Hindi dubbing/sub-titling of all films being shown in all Film Festivals being organized in the country by NFDC should be arranged so that the viewers could be linked to Hindi through good quality films.	This recommendation is not accepted due to Film dubbing unit getting defunct.
95	Arrangements should be made for dubbing/sub-titling in Hindi of films produced by NFDC in regional languages. In addition, the corporation should make amendments in its sub-rules regarding film production, so that in the first leg, the script of films can be written in Hindi also and made available to all concerned.	This recommendation is accepted.
96	All the office orders/ office Memorandums/ Circulars etc. being issued by the DOPT should immediately be uploaded in Hindi on the Department's website and while upgrading the information given on the website, its Hindi version should also be upgraded simultaneously.	This recommendation is accepted.
97	The compilation of all the office orders/office Memorandums/Circulars etc. issued by the DOPT should be bilingually published through the Publications Division and it should be easily made available.	This recommendation is accepted with modification that DOPT should make available bilingually all its office orders/office Memorandums/Circulars etc.
98	Lal Bahadur Shastri National Administrative Academy is an organization under the control of the DOPT which is a pioneer institute whose main job is to impart training to the trainee officers of the Indian Administrative Service. Therefore, cent percent training material of the Academy should be made available in bilingual form.	This recommendation is accepted.

99	The Committee suggests that in its training programme along with other subjects, the Academy should also make arrangements for giving training on the Official Language policy and the constitutional provisions of the Official Language so that all the officers can oversee the proper implementation of the Official Language policy in their offices of appointment.	This recommendation is accepted.
100	For filling the vacant posts of Hindi in different offices all over the country, the Staff Selection Commission should chalk out a workable programme and make arrangements for its proper implementation.	This recommendation is accepted.
101	In the inter-departmental examination conducted by the SSC, the English question paper should not be compulsory for Hindi stenographers.	This recommendation is accepted.
102	All officers/staff of all the regional offices under SSC should be given Hindi training in a time bound manner and these offices should be notified under rule 10(4) of the Official Language rule 1976.	This recommendation is accepted.
103	The option for Hindi medium is not being given to the candidates in all the exams conducted by UPSC citing the technical nature of the examinations. The Committee refused to accept this and suggests that all the talented Hindi language examinees should be given the option of Hindi in all the examinations to provide them a suitable chance.	This recommendation is accepted.
104	All the advertisements should be published in bilingual form by the Public Enterprises Selection Board which has been formed to implement the Managerial policy in the Central PSUs and for advising the Government on appointments to Senior Managerial posts in these undertakings.	This recommendation is accepted.
105	All dignitaries including Hon'ble President and all the Ministers especially who can read and speak Hindi may be requested to give their speech/statement in Hindi only.	This recommendation is accepted.
106	Initiative should be taken in order to ensure compliance of Article 120 (2) of the Constitution which provides for use of Hindi or Mother Tongue in the Parliament.	This recommendation is not accepted.
107	In order to end the dominance of English (not its use), such schools should not be given recognition by the Government which do not impart education in Hindi or mother tongue.	This recommendation is not accepted.
108	There should be a provision for all the candidates willing to get employed in Central Government Offices to pass Hindi competitive exam in accordance with the post.	This recommendation is not accepted.
109	There should be a provision to ensure strict compliance of rules regarding expenditure on advertisements.	This recommendation is accepted.

110	There should be a provision for punishment for not complying to the Official Language Act. Such punishment should be obligatory in region 'A' & 'B'. Special marks should be awarded to officials working in region 'C'.	This recommendation is not accepted.
111	Purchase of Hindi newspapers and magazines should be made mandatory in all Central Government Offices, Public sector Undertakings, institutions funded by the Government, Private Companies engaged in public service. Stress should be given on the number of Hindi newspapers and magazines which should be more than that of English newspapers and magazines.	This recommendation is accepted for Central Government Offices.
112	When material is published in Government press, it should be ensured that Hindi material is more than half of the material.	This recommendation is accepted.
113	In all the Indian airplanes, half of the reading material should consist of Hindi newspapers Hindi is grossly neglected in the aviation industry. All announcements should be made in Hindi along with in English.	This recommendation is accepted. Ministry of Civil Aviation should ensure
114	The products of all companies should have the details in Hindi and the name of the company should be provided in Devanagari.	This recommendation is accepted with the modification that all Government/ Semi - Government Companies / Societies / will implement this..
115	Devanagari should be used on notice boards or name plates at all public places. Name plates of all Government offices, semi Government offices and private companies should be in Devanagari and English may be used below.	It is to be implemented in accordance with the 11(3) of The Official Language Rules, 1976 and subsequent orders issued by the Department of Official Language in this regard.
116	Use of Hindi should be ensured in accordance with the Official Languages Act in all the companies which have the share-holding of the Government or public.	This recommendation is not accepted.
117	With regard to the suggestions given by the Department of Official Language, (Annexure-III) the committee is of the view that the Department of Official Language may take immediate action on the same.	This recommendation is accepted.

### **ORDER**

A copy of this Resolution be sent to all the Ministries and Departments of the Government of India, all State Governments and Union Territories, the President's Secretariat, the Vice President's Secretariat, the Cabinet Secretariat, the Prime Minister's Office, the Niti Aayog, the Comptroller and Auditor General of India, the Lok Sabha Secretariat, the Rajya Sabha Secretariat, the Registrar General of Supreme Court, the University Grants Commission, the Law Commission of India & the Bar Council of India etc.

This Resolution shall be published in the Gazette of India for general information.

**OM No. 20012/10/2017-O.L.(Policy) dated : 9.8.2017**

**Subject: Regarding compliance of the orders of the Hon'ble President on the recommendations of the 9th Section of the Parliamentary Committee on Official Language.**

The orders of the Hon'ble President on the recommendations of the 9th Section of the Parliamentary Committee on Official Language were issued in the form of resolution on 31.03.2017. The committee has mentioned in Recommendation No. 7 that Rule 5 of the Official Language Rules, 1976, according to which it is mandatory to give reply in Hindi from the office of the Central Government to the communication received in Hindi, is being violated. The Committee has also raised the issue of poor compliance of Section 3(3) of the Official Languages Act, 1963 in Recommendation No. 8. It has often been seen that in the Ministries/Departments, preference is given to the English language, which is contrary to the spirit enshrined in the Constitution.

2. The Committee has also stressed upon optimum utilization of human resource available in the Ministry and all subordinate offices to ensure smooth implementation of Official Language Policy in Recommendation No. 79.

3. All the above recommendations have been made with a view to promote the use of Hindi in the official work of the Union and to establish strong contact with the common man and the Hon'ble President has accepted these recommendations and given orders for compliance. Therefore, compliance and implementation of the above recommendations is required to be ensured in Central Government Ministries/Departments, Subordinate Offices and Autonomous Bodies.

Enclosures - Recommendation No. 7,8,79

7	The Secretary (Department of Official Language) should take up the matter of violation of Rule 5 of the Official Language Rule, 1976 with the Secretaries of the concerned Ministries/ Department.	This recommendation is accepted.
8	The Secretary (Department of Official Language) should take up the matter of violation of section 3 (3) with the Secretaries of the concerned Ministries/Departments.	This recommendation is accepted.
79	In order to ensure the implementation of Official Language policy, the Ministry and all offices under its control must make the optimum utilization of its human resources.	This recommendation is accepted.

**OM .No. 12011/01/2017-O.L..(Policy) Date: 7.9. 2017**

**Subject- Regarding issue of identity card, parking card, visiting card etc. for non-official members of Hindi Salahkar Samiti.**

Non-official members are nominated in Hindi Salahkar Samitis in various Ministries / Departments. In this regard, there is often a demand that non-official members of Hindi Salahkar Samiti should be issued identity cards etc.

2. In this regard it has been decided that the work of the non-official members of the Hindi Salahkar Samitis of various ministries is to advise the Honourable Minister of the concerned Ministry regarding the use of Hindi and not to inspect the subordinate departments/offices of the Ministry or Advising officers/staff at lower level. The meetings of Hindi Salahkar Samiti are usually held twice in a year and the non-official members of the committee do not have the right to inspect the ministries/departments or offices. Therefore, the need for any kind of permanent identity card etc. is not felt for the non-official members of the committee.

3. Therefore, non-official members of Hindi Salahkar Samiti cannot be issued identity cards, parking cards and visiting cards etc.

4. This issues with the approval of Hon'ble Home Minister.

**OM. No. 20034/04/2018-O.L. (Imp.) Dated 23.5.2018.**

**Subject: Guidelines for preparation of list of scholars by the Department of Official Language.**

For effective implementation of Official Language Hindi, a list of Hindi scholars is prepared by the Department of Official Language. The list is compiled after evaluation of the biodatas of scholars received from various sources, by a committee. Now the following criteria are set for the inclusion of scholars of Official Language Hindi as non-official members, which will be effective from the date of issue of this Office Memorandum.

(i) Application and biodata should be in Hindi language.

(ii) Should have studied Hindi as one of the subjects at least up to graduation level.

And

Should have minimum five years experience in Hindi writing/translation/teaching/research

Or

Minimum five years' experience of editing newspapers/magazines

Or

Two years' experience in implementation of Official Language in Central Government/Bank/Public Sector Undertaking etc.

Or

Officer retired from Official Language Department / Official Language Service

(iii) The tenure of the scholars included in the list shall be five years and after every five years the list will be reviewed.

(iv) Certificate of educational qualification and above experience must be submitted along with the application.

(v) The Department of Official Language will prepare a proforma in this regard and put it on the website so that there is transparency and uniformity in the method of application and evaluation.

(vi) It shall be mentioned in the form that 'if false information is given by any application, punitive action will be taken under the sections mentioned in Chapter 11 of the Indian Penal Code'.

On the basis of these parameters, a new list of scholars will be prepared, for which applications will be received only through the website of the Department of Official Language, but from the list of existing scholars, the scholars who have been made members of the Hindi Salahkar Samiti of any Ministry / Department, will be retained in the list of scholars till their present term.

Those who are not members of Hindi Salahkar Samiti of any Ministry/Department in the list of existing scholars are requested to apply again on the basis of the above revised parameters so that a new list can be made as per the above revised parameters.

This issues with the approval of Hon'ble Home Minister, Government of India.

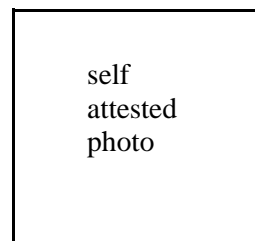
**OM .No. 20034/04/2018-O.L. (Research) Dated 7.6. 2018.**

**Subject:-Guidelines for preparation of list of scholars by the Department of Official Language.**

In order to maintain transparency and uniformity in preparing the list of scholars in the context of the office memorandum of even number issued on the above subject, the interested and eligible persons may apply online in the attached proforma prescribed by the Department of Official Language, by filling their biodata and special qualifications to the Department of Official Language at jsol@nic.in within 30 days from the date of issue of this office memorandum.

## Proforma (Biodata & Experience)

1. Name (in Hindi) -----
2. Present occupation: -----
3. Telephone/Mobile: Tel----- Mobile-----
4. Aadhar Card No. -----
5. Address (i) Correspondence: -----Pincode:-----



(ii)Permanent:

### 6.Educational qualification:

- |  |        |
|--|--------|
| a. Graduate:   | Yes/No |
| b. Whether Hindi was a subject at the undergraduate level: | Yes/No |
| c. Post-Graduate:  | Yes/No |
| d. Higher Education (if so details).....                   | Yes/No |

### 7. Experience - Put a tick (√) in the column next to the applicable category and write the period in years.

- (a) Minimum 5 (five) years experience in Hindi writing/ translation/ teaching/ research. Duration
- (b) Minimum 5 (five) years' experience in editing newspapers/magazines
- (c) Minimum 02 (Two) years of implementation experience of Official Language in Central Government / Bank / Public Sector Undertaking etc./
- (d) Officer retired from the Department of Official Language / Official Language Service
- (e) Special experience/contribution in the work of Official Language Hindi

(Certificate of educational qualification and above experience must be attached with the application)

Declaration – I hereby declare that the information given above is true. If the above information is found to be false, punitive action can be taken against me under the sections mentioned in Chapter 11 of the Indian Penal Code.

Place

Date –.....

Signature–.....

**OM. No.-12027/03/2017-O.L.(Impl-2) Dated: 26.09.2018**

**Subject: Reimbursement of expenditure on the meetings of the Town Official Language Implementation Committees and in relation to some special work of TOLICs to promote the use of Hindi.**

I am directed to inform that the Department of Official Language will now accept the signature of the Member-Secretary in connection with the reimbursement of the expenses incurred on the meeting of TOLICs, because in many cases it takes a lot of time to get the signature of the Chairman.

TOLICs may consider some special work, for example: works for the disabled, promoting the use of Hindi in medical science, robotics, etc.

**OM. F.No.-12027/03/2018-O.L.(Imp.-2) Dated 19.12.2018**

**Subject:-Guidelines for effective implementation of Official Language Policy through Town Official Language Implementation Committees.**

I am directed to inform that the guidelines regarding registration of member offices of TOLIC, online receipt of quarterly progress report, grading of office etc. are as follows-

1. If there are many branches of an office in the same city where the number of personnel is 8 or more than 8, it may be accepted as a member but the total number of TOLICs will remain the same. If the number of representatives are not enough i.e., in a district where there are less than 10 member offices for the formation of TOLICs, even if there are less than 8 personnel, the office/bank/undertaking, whose officers are senior, should be made the member office of TOLIC. It would be mandatory from the point of view of representation.

2. The Regional Implementation Offices shall ensure that the registration of all member offices (where the number of personnel is 8 or more than 8) is completed within 15 days and that the registered offices send quarterly progress reports regularly.

3. By making partial amendment in item no. 12 of the minutes of the meeting held on the subject on 16/10/2017 (Page No. 2 of Annexure 2), attached with the guidelines issued by the Department regarding TOLIC it has been made mandatory for registration to have at least 8 staff strength in place of any level office.

4. In the case of Boards etc., except their Headquarters, all the rest will come under the category of Subordinate Offices. All India Radio, Doordarshan, Employees' State Insurance Corporation and National Cooperative Development Corporation will get registered in the category of offices. The Airports Authority of India comes under the category of Undertakings. The subordinate offices of Kendriya Vidyalaya Sangathan, CSIR and ICAR will register under the category of Office.

5. Presently, the Regional Offices of the Reserve Bank of India are placed in the category of Central Government Offices and regional awards are also given to them in this category. It has been decided by the Department of Official Language that from the year 2018-19, Reserve Bank of India will be kept in the category of Bank for Regional Official Language Awards.

**O.M. 14013/01/2019-O.L.(Policy), dated 21.1.2019**

**Subject - Organizing the meeting of the Hindi Salahkar Samiti in Delhi itself- Regarding.**

All the Ministries/ Departments are informed that as per the decision of the Kendriya Hindi Samiti constituted under the chairmanship of Hon'ble Prime Minister in the 31st meeting held on 06.09.2018, the meeting of Hindi Salahkar Samitis are expected to be held in Delhi region only.

**No. 20017/01/2020-O.L.(Policy), dated 9.11.2021**

**Subject – Reconstitution of Kendriya Hindi Samiti**

PART I-SEC. 1

THE GAZETTE OF INDIA, NOVEMBER 13, 2021 (KARTIKA 22, 1943)

[Notifications relating to Non-Statutory Rules, Regulations, Orders and Resolutions issued by the Ministries of the Government of India (other than the Ministry of Defence) and by the Supreme Court]

MINISTRY OF HOME AFFAIRS (DEPARTMENT OF OFFICIAL LANGUAGE)

New Delhi-110001, 9th November 2021

RESOLUTION

No. 20017/01/2020-O.L.(Policy)—The Government of India has decided to reconstitute the Kendriya Hindi Samiti. The Samiti will consist of:

1. Prime Minister	Chairman
2. Home Minister	Deputy Chairman
3. Minister of State, Incharge of Official Language in Ministry of Home Affairs	Member
4. Minister of Health & Family Welfare	Member
5. Minister of Education	Member
6. Minister of Law & Justice	Member
7. Minister of Electronics & Information Technology	Member
8. Minister of Women & Child Development	Member
9. Minister of Rural Development	Member
10. Minister of State, Ministry of External Affairs and Ministry of Parliamentary Affairs	Member
11. Chief Minister, Assam	Member
12. Chief Minister, Odisha	Member
13. Chief Minister, Andhra Pradesh	Member
14. Chief Minister, Maharashtra	Member
15. Chief Minister, Karnataka	Member
16. Chief Minister, Uttarakhand	Member
17. Deputy Chairman, Committee of Parliament on Official Language	Member
18. Convenor of 1st sub-committee of the Committee of Parliament on Official Language	Member
19. Convenor of 2nd sub-committee of the Committee of Parliament on Official Language	Member
20. Convenor of 3rd sub-committee of the Committee of Parliament on Official Language	Member
21. Secretary, Department of Official Language	Member Secretary



2. The functions of this Samiti will be to bring about coordination in the work and programmes relating to the development and propagation and progressive use of Hindi for the official purposes being implemented by the various Ministries/ Departments of Government of India.
3. The Samiti will have the power to appoint Sub-Committees and Co-opt additional members, as may be necessary, for assisting it in the discharge of its functions.
4. This Samiti will be treated as High Powered Committee for the purposes of grant of TA/DA to its non-official members for participation in its meetings.
5. The term of the Samiti will be three years from the date of its reconstitution.
6. The Headquarter of the Samiti will be at New Delhi.

### **ORDER**

ORDERED that a copy of this Resolution be communicated to all the State Governments, Administrators of Union Territories, all the Ministries and Departments of the Government of India, President's Secretariat, Cabinet Secretariat, Prime Minister's Office, Niti Aayog, Comptroller and Auditor General of India, Lok Sabha Secretariat and Rajya Sabha Secretariat.

ORDERED also that the Resolution be published in the Gazette of India for general information.

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## Chapter 4

### DEPARTMENTAL MEETINGS AND PERIODICAL REPORTS AND INSPECTION PROFORMA

**O.M. No. 12019/82/2014-O.L.(Imp.-2) dated the 27.5.2014**

**Subject:-Subjects for organizing quarterly Official Language seminar.**

As decided by the Secretary, Department of Official Language, Hindi seminars will be organized in every quarter by all the Ministries / Departments, for which the subjects are as follows.

Topics for the first quarter of the financial year 2014-15	Official Language Hindi and its implementation Importance of Hindi in implementation of government policies Scientific technical writing in Hindi and nature of Official Language
Topics for 2nd Quarter	Hindi and IT Application Official Language Nature, Challenges and Prospects Practical Problems in Promotion and Propagation of Official Language Hindi
Topics for the third quarter	Role of Hindi in the spread of science and technology How meaningful are Hindi workshops Bridging the gap between Hindi and non-Hindi languages
Topics for Fourth Quarter	Simple and easy Hindi in official work Possibilities of use of Hindi in social media Hindi Teaching condition and direction

It is directed that all the Ministries / Departments should compulsorily include two of these three subjects in the quarterly event of their Ministry / Department. In addition to these two subjects, the Ministries / Departments can also include other subjects.

**O.M.No. 12016/07/2018-O.L.(Imp.2) Dated 10.01.2019**  
**Requirement of Certificate to be furnished with QPR**

According to the decision taken by the Department of Official Language, amendments / changes have been made in the proforma of the quarterly report related to the progressive use of Official Language Hindi. In order to ensure factual data in the quarterly progress report related to Hindi by the Central Government Ministries/Departments/Undertakings/Banks etc., each office will also have to produce the following certificate signed by the Head of the Department:-

“I certify that the attached Quarterly Progress Report (Part 1/2) for the quarter ending on ----- has been prepared on the basis of the information given in the available records and is true to the best of my knowledge. I understand very well that the responsibility of proper compliance of the instructions given in the provisions of Official Language Act and Official Language Rules 1976 rests with the undersigned. If at any stage the data filled in the report is found to be false or exaggerated, then this office will be deprived of Rajbhasha Puraskar for next 03 years and the matter of providing wrong information will also be brought to the notice of my controlling office/ministry for action”.

2. The above certificate will be signed by the Head of the concerned office and it will be mandatory to upload it in PDF form. No quarterly progress report will be acceptable without this certificate.

3. The above certificate is also available in the Information Management System on the website of the Department of Official Language [www.rajbhasha.nic.in](http://www.rajbhasha.nic.in) and will be applicable from the progress report for the quarter ended 31st December, 2018.

## CHAPTER 5 USE OF MECHANICAL, ELECTRONIC EQUIPMENTS

**No.12015/13/2011-O.L.(Tech.) dated 17.2.2012**

**Subject:-Working on computers in the state language (Official Language).**

The present trend in government offices is towards working in English. Using computers for working in the Official Language of the state will result in encouraging the Official Language. In this context the following action would be required.

### **Unicode Encoding:-**

2. There is a serious problem in working in the Official Language of the state, the fonts used in different softwares are not compatible. Because of this, the files of the Official Language, cannot be easily exchanged from one computer to another as files in English are shared. There is also a problem in merging the text in Official Language with other texts in various softwares, so the Government of India has recognized Unicode encoding, which is an international standard. With Unicode it is easy to work in Hindi and other Indian languages in all programmes such as- word processing, data processing, e-mail website creation etc. Files made in the Official Language can be easily exchanged and searched on the word of the Official Language in Google or any other search engine.

3. Therefore, use only Unicode compliant fonts and use Unicode compliant software. It is very easy to install Unicode. Its information is available on the website of the Department of Official Language ([www.rajbhasha.gov.in](http://www.rajbhasha.gov.in)).

### **Inscript keyboard**

4. There are three keyboard options for working in Official Language on computers - Remington, Inscript and Phonetic. Although the Remington keyboard is still in vogue, it is much easier to learn to type in Inscript. Inscript layout is the standard of Government of India and is already present by default in all operating systems. Also, by learning Inscript keyboard in any one language, one can type easily in all Indian languages. Therefore, only the old staff trained on Remington key board, whose service remains only for 2 years, should type in Remington. All the others should only use inscript. Tutor is available for learning Inscript at (<http://ildc.in>).

5. Only bilingual keyboard should be procured with all computers which must have Inscript keyboard layout.

6. It is worth mentioning that in the phonetic keyboard, officers who are ignorant of Hindi typing can easily type in Hindi using Roman script.

### **Bilingual software and website**

7. While purchasing or getting the software developed, ensure that it has full facility to work in the Official Language except in unavoidable circumstances.

### **LILA Software (Hindi Self Teaching)**

8. LILA-LEARN Indian languages through Artificial intelligence Hindi self-learning package on Internet in multiple languages (English, Kannada, Malayalam, Tamil, Telugu, Bengali, Assamese, Oriya, Manipuri, Marathi, Punjabi, Kashmiri, Gujarati, Nepali and Bodo) are available for free to learn Hindi.

9. Only a multimedia computer and internet connection is required for LILA. Registering for the first time is enough. And internet connection is required. Registering once is enough. The text letters are written using graphics. Record and Compare feature allows the user to match his pronunciation to the standard pronunciation. Revised answers can be obtained through teacher module. There is also the option of free and controlled learning.

### **Shrutekhan - Rajbhasha (Dictation in Hindi)**

10. Shrutekhan - Rajbhasha, is a speaker independent, Hindi speech recognition system that takes spoken language as digitised input (dictation) and outputs it as a stream of text (analog to Unicode). Hindi speaking states should use it and give their feedback.

### **Mantra Official Language (Translation from English to Hindi)**

11. With the help of Mantra - Rajbhasha, circulars, orders, office memorandums, resolutions etc. in the field of administrative, financial, agriculture, small scale industries, health, security, information technology, banking and education can be translated from English to Hindi. Mantra Rajbhasha is available both online ([www.rajbhasha.gov.in](http://www.rajbhasha.gov.in)) and as standalone version. There is also a facility to download the standalone version.

12. According to the feedback received, the level of translation by this package is not up to the expectations. One reason for this is the lack of a wide corpus of words and sentences, so Hindi states should use this package and give feedback so that the mantra software can be improved.

13. Use Google Translate option. Google Translate performs all types of translations (Hindi Bangla, Kannada, Tamil, Telugu, Urdu to English and vice-versa at a faster rate) On translating by creating an account in Google, Google takes the translated sentences in memory so that better translation can be given when similar text comes in future.

### **e-Mahashabdkosh**

14. Dictionaries (Hindi to English and English to Hindi) of Administrative, Financial and Banking, Agriculture, Industry, Health Security, Information Technology, Law, Tourism and Education sector are available free of cost on [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in). Its main features are meaning and related information, dictionary with bilingual and two-dimensional pronunciation and related information of searched word, Unicode compliant font. Hindi speaking states should use it and give their feedback.

### **Google Group and Facebook page of Department of Official Language**

15. In order to solve the difficulties in using the above mentioned IT tools, the Department of Official Language has created Google Group (<http://groups.google.com/group/rajbhashavibhag-itsolution>) and Facebook Page of Rajbhasha Vibhag on (<http://facebook.com>), take advantage of them by becoming a member.

16. All the State / UT Governments are requested to make maximum use of the above IT tools and give feedback from themselves and their affiliated / subordinate offices, undertakings etc. as above so that continuous improvement can be made in them.

### **No.12015/13/2011-O.L.(Tech.) dated the 17.2.2012**

**Subject:-Working in Hindi on computers in the Central Government and their subordinate/affiliated offices and undertakings.**

For proper implementation of the provisions of the Official Language Act 1963 and the Official Language (Use for Official Purposes of the Union) Rules, 1976 issued under it, it is necessary that the computers and computer software in the Central Government and their subordinate/affiliated offices and undertakings should have complete arrangements to work in Hindi, so that it is easy for the employees to work in Hindi. In this context the following action will be necessary.

### **Unicode Encoding:-**

2. There is a serious problem in working in Hindi that the fonts used in different softwares are not compatible. Because of this, the files of Hindi, cannot be easily exchanged from one computer to another as files in English are shared. There is also a problem in merging the text in Hindi with other texts in other softwares. So the Government of India has recognized Unicode encoding, which is an international standard. With Unicode, it is easy to work in Hindi and other Indian languages just like English in all programmes such as- word processing, data processing, e-mail, website creation etc. Files created in Hindi can be easily exchanged and Hindi keywords may be searched in Google or any other search engine.

3. Therefore, all the Ministries/Departments should only use Unicode compliant fonts and Unicode compliant software. It is very easy to install/use Unicode. Its information is available on the website of the Department of Official Language ([www.rajbhasha.gov.in](http://www.rajbhasha.gov.in)).

### **Inscript keyboard**

4. There are three keyboard options for working in Hindi on computers - Remington, Inscript and Phonetic. Although the Remington keyboard is still popular due to being, in vogue, it is much easier to learn to type in Inscript. Inscript layout is the standard of Government of India and is already present by default in all operating systems. Also, by learning Inscript keyboard in any one language, one can type easily in all Indian languages. Therefore, only old staff trained on Remington key board, whose service period remains only for 2 years, should type in Remington. All the others should only use inscript. Tutor is available for learning Inscript at (<http://ildc.in>).

5. Only bilingual keyboard should be procured with all computers which must have Inscript keyboard layout.

6. It should be mandatory to conduct typing tests on inscript keyboard since 1 August, 2012. All training institutes are required to impart training of Hindi on inscript keyboard only.

7. It is worth mentioning that in the phonetic keyboard, officers ignorant of Hindi typing can easily type in Hindi using Roman script.

### **Bilingual software and website**

8. While purchasing or getting the software developed, ensure that it has full facility to work in the Official Language except in unavoidable circumstances. If due to any unavoidable reasons, such as for scientific work, Hindi software is not available, then such matters should be brought to the notice of the Department of Official Language.

9. All the ministries should get their website and the websites of their subordinate offices/undertakings prepared in bilingual form and their updation done in Hindi also in Unicode compliant font.

### **LILA Software (Hindi Self Teaching)**

10. LILA-LEARN Indian languages through Artificial intelligence Hindi self-learning package on Internet in multiple languages (English, Kannada, Malayalam, Tamil, Telugu, Bengali, Assamese, Oriya, Manipuri, Marathi, Punjabi, Kashmiri, Gujarati, Nepali and Bodo) are available at <http://Rajbhasha.gov.in> for free to learn Hindi.

11. Only a multimedia computer and internet connection is required to learn Hindi from LILA. Registering for the first time is enough. The text letters are written using graphics. Record and Compare feature allows the user to match his pronunciation with the standard pronunciation. Revised answers can be obtained through teacher module. There is also the option of free and controlled learning.

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12. Shrutlekhan - Rajbhasha, is a speaker dependent, Hindi speech recognition system that takes spoken language dictation as digitised input and outputs it as a stream of text (analog to Unicode). Use it and provide feedback.

### **Mantra Rajbhasha (Translation from English to Hindi)**

13. With the help of Mantra Rajbhasha, circulars, orders, office memorandums, resolutions etc. in the field of administrative, financial, agriculture, small scale industries, health, security, information technology, banking and education can be translated from English to Hindi. Mantra Rajbhasha is available both online ([www.rajbhasha.gov.in](http://www.rajbhasha.gov.in)) and as standalone version. There is also a facility to download the standalone version.

14. According to the feedback received, the level of translation by this package is not up to the expectations. One reason for this is the lack of a wide corpus of words and sentences, so use this package and give feedback so that the mantra software can be improved.

15. Use Google Translate option. Google Translate performs all types of translations (Hindi, Bangla, Kannada, Tamil, Telugu, Urdu to English and vice-versa) at a faster rate. On translating by creating an account in Google, Google takes the translated sentences in memory so that if similar text comes in future, it gives correct translation.

#### **e-Mahashabdkosh**

16. Dictionaries related to Administrative, Financial and Banking, Agriculture, Industry, Health Security, Information Technology, Law, Tourism and Education sector are available free of cost on [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in). Their main features are meaning and related information, dictionary with bilingual and two-dimensional pronunciation and related information of searched word, Unicode compliant font. Use it and give feedback.

#### **Google Group and Facebook page of Department of Official Language**

17. In order to solve the difficulties in using the above-mentioned IT tools, the Department of Official Language has created a Google Group (<http://groups.google.com/group/rajbhashavibhag-itsolution>) and Facebook Page of the department (<http://facebook.com>) has been created, take advantage of them by becoming a member.

18. The Department of Official Language is making MIS software to make quarterly reports and annual assessment reports online. With this, online reports will be received from offices across the country and MIS will be available on time. It is noteworthy that many TOLICs (Town Official Language Implementation Committees) are developing such MIS themselves and putting them into practice.

19. All Ministries/Departments are requested to take prompt action as per above and ensure their compliance by themselves and their attached/subordinate offices, undertakings, nationalized banks etc. With maximum use and feedback of the above IT tools, continuous improvement can be brought in them. According to your convenience, the Department of Official Language will give a presentation to you.

#### **O.M. No. 20012/10/2017-O.L.(Policy), dated 9.8.2017**

#### **Subject: Regarding bilingual website of the Ministries/Departments.**

The orders of the Hon'ble President on the recommendations of the 9th Section of the Parliamentary Committee on Official Language were issued in the form of resolution on 31.03.2017.

2. The Committee has reported in Recommendation No. 87 that the websites of the Ministries and all the offices under their control should be bilingual and Hindi pages should also be compulsorily uploaded while updating the website. This recommendation has been accepted by the Hon'ble President.

3. The committee had recommended in Recommendation No. 28 that only that material/data related to the website should be allowed to be put on the website by NIC, which is made available to them in bilingual form. Hon'ble President has accepted this recommendation with the modification that the work of making the content of the website available in bilingual form and uploading it will be ensured through web information managers under the direction of Heads of Departments / Heads of Offices of various Ministries / Departments / Offices etc.

4. The above recommendations have been made with a view to promote the use of Hindi in the official work of the Union to be the medium of communication with the common man and the Honourable President has accepted these recommendations and ordered compliance. Therefore, compliance and implementation of the above recommendations is expected to be ensured in Central Government Ministries/Departments, Subordinate Offices and Autonomous Bodies.

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**CHAPTER 6**  
**INCENTIVE SCHEMES**

**No. II/12013/01/2011-O.L.(Policy/CTB) dated 30.10.2012**

**Subject:—Enhancement in the incentive amount for doing official work (noting/drafting) originally in Hindi and for giving dictation in Hindi by the officers.**

The amount to be given under the existing incentive scheme for noting/drafting done originally in Hindi in official work vide Department of Official Language's O.M. No. II/12013/3/87-O.L. (Impl-2), dated 16th Feb. 1998, had been doubled by the Department of Official Language's Office Memorandum No. No./12013/18/93-O.L.(Policy 02) dated September 16, 1988 on the basis of the concurrence of the Department of Expenditure, Ministry of Finance.

2. The proposal to increase the prize money to be given under the above scheme was again under consideration by the Government. Based on the concurrence of the Ministry of Finance, Department of Expenditure, the prize money has been doubled again. The enhanced prize money is as follows:-

(a) Independently for each Ministry/Department/Attached Office of the Central Government –

First Prize (2 Prizes)	:	Rs.2000/- each
Second Prize (3 Prizes)	:	Rs 1200/- each
Third Prize (5 Prizes)	:	Rs.600/- each

(b) Independently for each subordinate office of a department of the Central Government:

First Prize (2 Prizes)	:	Rs 1600/- each
Second Prize (3 Prizes)	:	Rs.800/- each
Third Prize (5 Prizes)	:	Rs.600/- each

All the rules & conditions enumerated in O.M. dated 16th February, 1988 will remain unchanged. The increased amount of the rewards will come into force immediately.

3. Similarly, the guidelines under the Incentive Scheme for officers for giving dictation in Hindi were also issued vide this Deptt's O.M. No. II/12013/1/89-O.L. (Impl-2) dated 6th March, 1989. In the said guidelines, the prize money was increased to Rs.1000/- by the instructions given in the office memorandum No.II/12013/18/93-O.L.(Policy-2) dated September 16, 1998. The amount to be given in this scheme has now been increased to Rs.2000/- which will be deemed to be applicable with immediate effect. All the conditions mentioned in the above guidelines will remain the same.

4. This O.M. issues with the concurrence of Ministry of Finance, Deptt. of Expenditure vide their U.O. No. 1(18)E.Coord./2011 dated 09-11-2011.

**O.M. No. 13034/12/2009-O.L(Policy) Dated the 6.5.2014**

**Subject: Grant of Hindi Incentive Allowance to Stenographers and Typists for doing official work in Hindi in addition to English.**

Kindly refer to O.M. No. 13017/4/90-O.L. (C), dated 28.07.1998 of the Department of Official Language.

2. The amount of the incentive allowance has been increased to Rs. 240/- and Rs. 160/ per month for stenographers and typists respectively since 06 May 2014. The condition for grant of the incentive allowance laid down in O.M. No. 14012/55/76-OL (C), dated 12th August, 1983 will remain the same.

**Resolution No. 11034/48/2021-O.L. (Policy) dated 25.03.15**

**Subject - Rajbhasha Gaurav Puraskar Yojana**

(For Publication in the Gazette of India, Part 1, Section 1)

**RESOLUTION**

A new award scheme named '**Rajbhasha Gaurav Puraskar Yojana**' from the financial year 2015-16 has been introduced by the Department, with an objective to encourage writing books originally in Hindi in various streams of modern knowledge/science and to promote Official Language, in supersession of earlier Resolution No. II/12013/2/85-OL(Impl-2), dated the 30<sup>th</sup> July, 1986; No. II/12013/1/2000-OL(Policy 2), dated the 8<sup>th</sup> August, 2005 and Office Memorandum no. 11014/12/2013-OL(P), dated the 2<sup>nd</sup> May, 2013 (for excellent articles). The award schemes are as follows: -

(A) Rajbhasha Gaurav Puraskar to Citizens of India for writing original book in Hindi on knowledge and science based subjects.

(B) Rajbhasha Gaurav Puraskar to Central Government Employees (including retired one) for writing original book in Hindi.

(C) Rajbhasha Gaurav Puraskar to Central Government Employees (including retired one) for writing excellent article in Hindi.

**(A) Rajbhasha Gaurav Puraskar Scheme for Citizens of India for writing original book in Hindi on knowledge and science based subjects.**

1. **Name** : This scheme may be called Rajbhasha Gaurav Puraskar Scheme for writing original book in Hindi on knowledge and science based subjects.

2. **Definitions**: In this scheme, unless the context otherwise requires

I. "Scheme" means "The award scheme of Department of Official Language for encouraging writing original book in Hindi on various technical/scientific subjects".

II. "Original" means "It should be originally written in Hindi and published for the first time. Translation of books published earlier will not be included in the scheme".

III. "Book" means "published books".

IV. "Year" means: (i) Scheme year means - Financial year (ii) Publication year means - Calendar Year.

3. **Objectives**: Various Offices/Undertakings/Banks etc. of Central Government also deal with technical subjects in their official work. Difficulty is being faced to increase the use of Hindi in the field of knowledge/science based subjects in the official work due to scarcity of books in Hindi on technical subjects. Employees also do face difficulties in doing their official work in Hindi in these subjects as they are not acquainted with Hindi terminologies of knowledge/science based subjects. The main reason behind this is that there is scarcity of books on the subjects relating to knowledge/science. The Department of Official Language is undertaking this scheme with the sole objective to encourage writing book in Hindi in this field.

**4. Awards:-**

First Prize (One) - Rs. 2,00,000/- (Two lakh rupees) A certificate and a Memento

Second Prize (One) - Rs. 1,25,000/- (One lakh twenty-five thousand rupees) A certificate and a Memento

Third Prize (One) - Rs. 75,000/- (Seventy-five thousand rupees) A certificate and a Memento

Consolation Prize (Ten) - Rs. 10,000/- (Ten Thousand Rupees) A certificate and a Memento to each.



## **5. Eligibility:-**

- (1) The author should be a citizen of India.
- (2) The book may be on various streams of modern technology/Science

For example

I. Engineering, Electronics, Computer Science, Physics, Biology, Energy, Space Science, Medicine, Chemistry, Information Technology Management, Psychology etc.

II. Contemporary subjects such as Liberalisation, Globalisation, Consumerism, Human Rights, and Pollution etc.

## **6. General Conditions:-**

(i) Entry can be sent for only one of the above-mentioned schemes. In case of Author being more than one, each co-author must fill the proforma separately.

(ii) Under the scheme only those books, which are original work of the author in Hindi, are accepted. Translated books are not accepted.

(iii) Books awarded previously by any government organisation will not be eligible. The author of the book must inform Department of Official Language immediately if the book is awarded under any other award scheme before the declaration of the awards under the above mentioned schemes.

(iv) Under the scheme, books published during 1st January to 31st December are acceptable.

(v) The book should be an analytical review of the subject it deals with. Books written in the form of thesis for Ph.D., poems, novel, story, play etc. or text books will not be eligible.

(vi) The author will be responsible for facts and figures given in the book and must give references where ever possible as proof.

(vii) If a person has received a prize under any scheme of Department of Official Language during the preceding three years, his/her entry shall not be considered. However, a co-author, (if any) can participate in the scheme. The co-author will be given the amount proportionally.

(viii) The books should contain at least 100 pages.

(ix) If the Evaluation Committee arrives at a conclusion that none of the books, sent as entries, is suitable for the award, the committees' decision in this regard will be considered as final.

(x) In case, a book selected for the award has more than one author, award money will be divided equally among them.

## **7. Procedure for sending the entries:**

(i) The entry should be sent along with the proforma given at Annexure, otherwise the same would not be accepted.

(ii) Kindly send three copies of the book invariably with each entry. The books will not be returned.

(iii) Entry filled in prescribed proforma must reach the Department before the last date so declared.

(iv) An author may send only one entry in a scheme.

## **8. Evaluation procedure of Books:**

Books will be evaluated by a committee constituted by Department of Official Language based on the criteria set by Department of Official Language. Joint Secretary, Department of Official Language will be Chairperson of the committee. If necessary, Committee may include non-official renowned scholars/experts along with official members. The Committee will comprise of the following: -

- |  |                    |
|--|--------------------|
| A. Joint Secretary, Department of Official Language  | - Chairperson      |
| B. Two non- official persons, who will be nominated<br>by The Department of Official Language every year | - Member           |
| C. Director/Deputy Director (Implementation),<br>Department of Official Language                         | - Member-Secretary |

- (1) The next of kin of the authors, who are sending their entries, will not be included in the Evaluation Committee.
- (2) The Evaluation Committee shall have the right to take advice from specialists/experts of the subject before deciding on a book.
- (3) The evaluation committee will determine the assessment criteria themselves.
- (4) In the absence of consensus about the award the decision will be made by majority. In cases, where on any decision, the for and against votes are equal, then the Chairman shall have the right to vote to arrive at a decision.
- (5) The official members of the Evaluation Committee will get TA/DA from the source, from where they get their salaries. The non-governmental members will be entitled to travelling allowance and daily allowance as per instructions issued by the Government from time to time and applicable during the period.
- (6) The experts of the Evaluation Committee will be entitled to honorarium as determined by Department of Official Language.
- (7) The Department of Official Language will take decision on recommendations made by the Evaluation Committee.

#### **9. Declaration and distribution of awards:-**

- (i) Decision regarding the award will be intimated through a letter to all the awardees and will also be placed on the Department's Website.
- (ii) The distribution of the Awards will be held on the date fixed by the Department of Official Language.

#### **10. General information:-**

- (i) Copyright on the award-winning book will remain with the authors/Publishers.
- (ii) Awardees coming from places other than the place fixed for distribution of award will get to and fro 2<sup>nd</sup> AC fare and daily allowance as per rules of the Government of India. Arrangement for lodging will be made by him/her at his/her own expenses.
- (iii) No correspondence regarding conferment of the award or procedure for selection of a book for the award will be entertained.

#### **11. Right to relax the scheme:-**

If it is necessary or expedient in the opinion of the Central Government to do so, documenting the reason for it, any of the provisions of these regulations may be relaxed by issuing an order.

**PROFORMA****RAJBHASHA GAURAV PURASKAR FOR CITIZENS OF INDIA FOR WRITING ORIGINAL BOOK ON KNOWLEDGE/SCIENCE BASED SUBJECTS IN HINDI - YEAR**

1. Name of the Award Scheme.....
2. Title of the book.....
3. (i) Name of the Author/Co-author .....
- (ii) Full Address (with Pin code) .....
- .....
- (iii) Telephone No. .... Fax No. ....
- (iv) Mobile No. ....
- (v) e-mail.....
4. (i) Name of the publisher .....
- (ii) Full Address of the publisher.....
- (iii) Year of publishing.....
5. Had the book been awarded by any Government organisation previously? : Yes/No.  
If yes, please give full details thereof .....
- .....
6. I certify that
- (i) I ..... son/daughter of .....am a citizen of India.
- (ii) The book has been written originally in Hindi by me.
- (iii) The copyright of any other person is not violated on entering my book in this scheme and I am responsible for the facts and figures given in the book.

I undertake to abide by the provisions of the regulations of the Award Scheme for writing original book in Hindi on knowledge-science based subject.

Place: .....

Date: .....

Signature of Author/Co-author.....

Note 1 : Strike off whichever is not applicable.

Note 2 : In case of Authors being more than one, each co-author shall fill the above proforma separately.

**(B) Rajbhasha Gaurav Puraskar for Central Government Employees (including retired one) for writing original book in Hindi.**

Rajbhasha Gaurav Puraskar is introduced from the financial year 2015-16 to encourage Central Government employees or retired employees for writing original book in Hindi under which following prizes will be awarded -

First Prize - Rs. 1,00,000/- (One lakh rupees) A certificate and a Memento

Second Prize - Rs. 75,000/- (Seventy-five thousand rupees) A certificate and a Memento

Third Prize - Rs. 60,000/- (Sixty thousand rupees) A certificate and a Memento

Consolation Prize - Rs. 30,000/- (Thirty thousand rupees) A certificate and a Memento

**1. Definitions:** In this scheme, unless the context otherwise requires

I "Scheme" means Rajbhasha Gaurav Puraskar Scheme for Central Government Employees (including retired one) for writing original book in Hindi.

II "Book" means published book.

III "Year" means: (i) Scheme year means - Financial year (ii) Publication year means Calendar Year.

**2. Objectives:** The objective of this scheme is to encourage Central Government Employees (including retired) for writing original book in Hindi.

**3. Eligibility:**

(i) The author must be a working/retired officer/employee of the Ministries/Departments/ Attached/Subordinate offices, Public Sector Undertakings, Nationalised Banks/Financial Institutions and Autonomous Bodies, Central Universities/Training Institutes owned or controlled by the central government.

(ii) Author should send his/her entry with the attestation and recommendations of the Head of Department/previous department.

**4. General Conditions:**

(i) Entry can be sent for only one of the above-mentioned schemes. In case of Author being more than one, each co-author must fill the proforma separately.

(ii) Under the scheme only those books, which are original work of the author in Hindi, are accepted. Translated books are not accepted.

(iii) Books awarded previously by any government organisation will not be eligible. The author of the book must inform Department of Official Language immediately if the book is awarded under any other award scheme before the declaration of the awards under the above mentioned schemes.

(iv) Under the scheme, books published during 1st January to 31st December are acceptable.

(v) The book should be an analytical review of the subject it deals with. Books written in the form of thesis for Ph.D., poems, novel, story, play etc. or text books will not be eligible.

(vi) The author will be responsible for facts and figures given in the book and must give references where ever possible as proof.

(vii) If a person has received a prize under this scheme during the preceding three years, his/her entry shall not be considered. However, a co-author, (if any) can participate in the scheme.

(viii) The books should contain at least 100 pages.

(ix) If the Evaluation Committee arrives at a conclusion that none of the books, sent as entries, is suitable for the award, the committees' decision in this regard will be considered as final.

(x) In case, a book selected for the award has more than one author, award money will be divided equally among them.

## **5. Procedure for sending the entries:**

- (i) The entry should be sent along with proforma given at Annexure, otherwise the same would not be accepted.
- (ii) Kindly send three copies of the book are sent invariably with each entry. The books will not be returned.
- (iii) Entry filled in prescribed proforma must reach before last date so declared.
- (iv) An author may send only one entry in a scheme.

## **6. Evaluation procedure of books:**

Books will be evaluated by a committee of available renowned scholars/experts based on the criteria set by Department of Official Language. The Committee will comprise of the following:

- A. Joint Secretary, Department of Official Language - Chairperson
  - B. Two non- official persons who will be nominated by Department of Official Language every year - Member
  - C. Director/Deputy Director (Implementation), Department of Official Language - Member-Secretary
- (i) The next of kin of the authors who are sending their entries will not be included in the Evaluation Committee.
  - (ii) The Evaluation Committee shall have the right to take advice from specialists / experts of the subject before deciding on a book.
  - (iii) The Evaluation Committee will determine the evaluation criteria themselves. The decision of the Evaluation Committee will be final.
  - (iv) In the absence of consensus about the award the decision will be made by majority. In cases, where on any decision, the for and against votes are equal, then the Chairperson shall have the right to vote to arrive at a decision.
  - (v) The official members of the Evaluation Committee will get TA/DA from the source, from where they get their salaries. The non-governmental member will be entitled to travelling allowance and daily allowance as per instructions issued by the Government from time to time and applicable during the period.
  - (vi) The experts of Evaluation Committee will be entitled to honorarium as determined by Department of Official Language.

## **7. Declaration and distribution of awards:**

- (i) Decision regarding the award will be intimated through a letter to all the awardees and will also be placed on the Department's Website.
- (ii) The distribution of the Awards will be held on the date fixed by the Department of Official Language.

## **8. General information:**

- (i) Copyright on the award-winning book will remain with the Authors/Publishers.
- (ii) Awardees coming from places other than the place fixed for distribution of award will get to and fro 2<sup>nd</sup> AC fare and daily allowance as per rules of the Government of India. Arrangement for lodging will be made by him/her at his/her own expenses.
- (iii) No correspondence regarding conferment of the award or procedure for selection of a book for the award will be entertained.

## **9. Right to relax the scheme:**

If it is necessary or expedient in the opinion of the Central Government to do so, documenting the reason for it, any of the provisions of these regulations may be relaxed by issuing an order.

## PROFORMA

**RAJBHASHA GAURAV PURASKAR FOR CENTRAL GOVERNMENT EMPLOYEES  
(INCLUDING RETIRED) FOR WRITING ORIGINAL BOOK IN HINDI - YEAR \_\_\_\_\_**

1. Name of the Award Scheme.....

2. Title of the book.....

3. (i) Name of the Author/Co-author .....

(ii) Full Address (with Pin code)-----

.....

(iii) Telephone No. .... Fax No. ....

(iv) Mobile No. ....

(v) e-mail .....

4. (i) Name of the publisher .....

(ii) Full Address of the publisher .....

(iii) Year of publishing .....

5. Had the book been awarded by any Government organisation previously? : Yes/No.

If yes, please give full details thereof .....

.....

6. I certify that

(i) I ..... son/daughter of .....am a citizen of India.

(ii) I am employed in/ have retired from the Central Government Service or subordinate office under..... (Applicable only for Rajbhasha Gaurav Puraskar)

(iii) The book has been written originally in Hindi by me.

(iv) The copyright of any other person is not violated on entering my book in this scheme and I am responsible for the facts and figures given in the book.

I undertake to abide by the provisions of the regulations of the Award Scheme for writing original book in Hindi.

Place: .....

Date: .....

Signature of Author/Co-author.....

Note 1 : Strike off whichever is not applicable.

Note 2 : In case of Authors being more than one, each co-author shall fill the above proforma separately.

**(C) Rajbhasha Gaurav Puraskar for Central Government Employees (including retired) for writing excellent article in Hindi.**

A new award scheme named '**Rajbhasha Gaurav Puraskar Yojana**' has been introduced for **Central Government Officers/Employees for their excellent Hindi articles published in** journals and magazines from financial year 2015-16 in supersession of earlier award scheme started in 2013-14 vide Office Memorandum No. 11014/12/2013-OL(A), dated the 2<sup>nd</sup> May 2013. The following six prizes will be awarded under the Scheme:-

<b>Hindi Speaking</b>	<b>Non-Hindi Speaking</b>
First- Rs. 20,000/-(Twenty thousand rupees)	Rs. 25,000/-(Twenty five thousand rupees)
Second-Rs. 18,000/-(Eighteen thousand rupees)	Rs. 22,000/-(Twenty two thousand rupees)
Third- Rs. 15,000/-(Fifteen thousand rupees)	Rs. 20,000/-(Twenty thousand rupees)

**Eligibility:**

- (A) All employed or retired employees of the Central Government.
- (B) The article should be published in Departmental or any other journals-magazines during the financial year.
- (C) Ministry on its own level can add any articles published in Journal by employees of its subordinate office for the financial year.
- (D) Hindi speaking writer are those officials/employees whose declared residence is located in 'A' or 'B' Region.
- (E) Non-Hindi speaking writer are those officials/employees whose declared residence is located in 'C' Region.
- (F) Awardees coming from places other than the place fixed for distribution of award will get to and fro 2<sup>nd</sup> AC fare and daily allowance as per rules of the Government of India. Arrangement for lodging to be made at own expenses.

**Evaluation process:**

Each Ministry/Department will select three articles at their level. For the selection of the article a committee should be constituted under the chairmanship of Joint Secretary Incharge of Hindi. Ministry/Department will send the selected articles with details duly filled in the proforma to the Department of Official Language. The Department of Official Language will evaluate these articles received from Ministries by the Evaluation Committee and select them for three prizes - first, second and third. The appropriate entries about the winner of the award should be made in the Service Book of concerned officer/employee.

Name	Designation	Address of the Office	Subject of the article	Contact details: Phone, Mobile, e-mail etc.

**ORDER**

It is hereby ordered that a copy of this resolution should be communicated to the Secretariat to all the State Governments, UT Administrations, all Ministries/Departments, Presidential Secretariat, Prime Minister's Office, Cabinet Secretariat, NITI Aayog, The Comptroller and Auditor General of India, Lok Sabha and Rajya Sabha Secretariat.

It is also ordered that this Resolution be published in the gazette of India for public information.

Joint Secretary, Government of India

**Resolution No.11034/48/2014-OL(Policy) Date:25.3.2015**

**Subject – Rajbhasha Kirti Puraskar Yojana**

**RESOLUTION**

To encourage the implementation of the Official Language Policy the Department has introduced a new award scheme named "Rajbhasha Kirti Puraskar" from the financial Year 2015-16 in supersession of earlier Office Memorandum No. II/12013/2/85-O.L. (Impl.2) dated 30/07/1986. The following will be rewarded under the scheme -

- (A) Ministries/Departments
- (B) Public Sector Undertakings
- (C) Boards/Autonomous Bodies/trusts etc.
- (D) Nationalized Banks
- (E) Town Official Language Implementation Committees
- (F) Inhouse Hindi Magazines

2. As a result of implementation of Official Language Policy in the best manner possible the above offices/institutions will be honoured with shields for doing outstanding work in promoting the progressive use of Official Language. For each region, the first, second and third prizes will be given as a shield. The decision of award will be based on quarterly progress reports regarding the implementation of the Official Language policy. The evaluation of awards will be done by a committee formed with the approval of the Secretary, Department of Official Language in which non-governmental members will also be included. The following awards will be conferred at the Hindi Day celebrations.

Category	Description	Prize
Ministries/Departments	Ministries where number of staff is less than 300	03 Shields
	Ministries where number of staff is more than 300	03 Shields
Public Sector Undertakings	Undertakings in 'A' Region	03 Shields
	Undertakings in 'B' Region	03 Shields
	Undertakings in 'C' Region	03 Shields
Boards/Autonomous Bodies/trusts etc.	Boards etc. in 'A' Region	03 Shields
	Boards etc. in 'B' Region	03 Shields
	Boards etc. in 'C' Region	03 Shields
Nationalized Banks	First and Second prize for Region 'A', 'B' and 'C'	06 Shields
Town Official Language Implementation Committees	One TOLIC in each 'A', 'B' and 'C' Region	03 Shields
Inhouse Hindi Magazine	First and Second Prize in each 'A','B' and 'C' Region	06 Shield

**ORDER**

It is here by ordered that a copy of this resolution should be communicated to the Secretariat to all the State Governments, UT Administrations, all Ministries/Departments, Presidential Secretariat, Prime Minister's Office, Cabinet Secretariat, NITI Aayog, The Comptroller and Auditor General of India, Lok Sabha and Rajya Sabha Secretariat.

It is also ordered that this Resolution be published in the Gazette of India for public information.



**Partial modification of "Rajbhasha Kirti Puraskar" scheme  
No. 11034/48/2014 - O.L.(Policy) Dated 14.7.2016**

(Published in the Gazette of India, Part I, Section 1)

**RESOLUTION**

In pursuance of the Office Memorandum No. 11034/48/2014-O.L.(Policy) dated 25th March, 2015 issued by the Department for promoting the implementation of Official Language Policy, in partial modification of "Rajbhasha Kirti Puraskar" scheme, the following prizes for the Town Official Language Implementation Committee, will be given from the year 2016-17.

- I. The prizes to be given to the Town Official Language Implementation Committee have been increased from 3 to 6. Two shields each will be given to the Town Official Language Implementation Committees in 'A', 'B' and 'C' regions.
- II. A certificate will be given to the member-secretary of the prize winning Town Official Language Implementation Committee.

**ORDER**

It is hereby ordered that a copy of this resolution should be communicated to the Secretariat of all the State Governments, UT Administration, all Ministries/Departments of Government of India, President Secretariat, Prime Minister's Office, Cabinet Secretariat, NITI Aayog, The Comptroller and Auditor General of India, Lok Sabha Secretariat and Rajya Sabha Secretariat.

It is also ordered that this resolution be published in the Gazette of India for public information.

**Office Memorandum No. 12013/01/2011-O.L. (Policy) dated 14.9.2016**

**Subject:- Regarding increase in incentive amount for giving dictation in Hindi by officers.**

A scheme of granting Hindi Incentive Allowance to Officers for giving dictation in Hindi is already being run by the Department of Official Language vide Office Memorandum No. II/12013/18/93-O.L. (Policy 2) dated September 16, 1998. In supersession of Official Language Department's Office Memorandum No. II/12013/01/2011-O.L. (Policy) dated 30 October 2012, now the incentive amount given under this scheme has been increased to Rs.5000/-.

2. Under the Department's Office Memorandum No. II/12013/1/89-O.L. (Impl.-2) dated March 6, 1989, all the conditions mentioned in the guidelines under the incentive scheme for giving dictation in Hindi to the officers will remain the same. The enhanced amount of prize will be applicable with immediate effect.
3. This OM is issued with the approval of Ministry of Finance, Department of Expenditure vide Diary No. 3103736-Finance 2/2016 dated 25.07.2016.

**Resolution No. 11034/48/2014-O.L(Policy) Dated: 31.10.2016**

**Subject – Amendment in "Rajbhasha Gaurav Puraskar" scheme**

**Resolution**

In continuation of Department's Resolution No.11/12013/1/2000-O.L (Policy 2) dated 08/08/2005 and Office Memorandum No.11014/11/2013-O.L(Policy) dated 02/05/2013 and 11034/48/2014-O.L (Policy) dated 25/03/2015 following partial amendment has been made in "**Rajbhasha Gaurav Puraskar Yojna**" from the year 2016-17 writing books originally in Hindi in order to promote various streams of modern knowledge/science as well as Official Language Hindi.

1. Under the scheme "Rajbhasha Gaurav Puraskar" only 1st, 2nd and 3rd Prizes will be given away by the Chief Guest on the stage. Consolation

Prizes will be given separately.

II. All the cash prizes under the scheme "Rajbhasha Gaurav Puraskar" will be transferred to the Bank account online before the Hindi function as per the Direct Benefit Transfer Scheme. Only memento/certificate will be given on the Stage during the function. For this purpose Aadhar number and Bank details of the Prize winners will be obtained.

**Order**

It is ordered that copies of this resolution may be sent to all the state Governments, Union territory Administration all the Ministries/ Departments of Government of India, President Secretariat, Prime Minister Office, Cabinet Secretariat, Planning Commission, Comptroller and Auditor General of India, Lok Sabha Secretariat and Rajya Sabha Secretariat.

It is also ordered that this resolution may be published in gazette of India for general information

**Resolution No. 11034/48/2014- O.L(Policy) Date 31.10.2016**

**Subject - Rajbhasha Puraskar Yojana- amendments in mark list for Grih Patrikas**

**Resolution**

In continuation of Department's resolution No 11034/48/2014-OL(Policy) dated 25-03-2015 and dated 14.07.2016, the following items and their marks have been fixed by making amendments in mark list for Grih Patrikas from the year 2016-17 in order to promote implementation of Official Language Policy under the scheme "**Rajbhasha Kirti Puraskar**"

**Magazine related items:**

- I. Utility of the Magazine for the Promotion of Official Language-20 marks.
- II. Utility in Official work-30 marks.
- III. Language, style and presentation -20 marks.
- IV. Layout, decoration, quality of paper and the printing level-20 marks.
- V. Ratio of articles written by internal staff-10 marks.
- VI. Originality of published articles-30 marks.

2. There will be five members instead of seven members in the committee constituted for the selection of prizes of Grih Patrikas. Joint Secretary(O.L) - Chairman, Two members will be from Department of Official Language and there will be two other non-official members.

3. Total five copies each from all the office will be called for the evaluation of Grih Patrikas.

## **Items related to Articles**

(B) Following items and marks for them have been fixed for excellent articles by amending the marks list.

- I. Utility of the subject in official work-20 marks.
- II. Simplicity and clarity of the Language-20 marks.
- III. Quality of presentation of ideas related to subject-15 marks.
- IV. Contemporary subjects-20 marks.
- V. Originality of ideas-25 marks.

4. The committee constituted for award selection of home magazines will have a total of five members instead of seven members. Joint Secretary (Official Language) Chairman - There will be two members from the Department of Official Language and two other members and two other non-official members.

5. Under the Rajbhasha Kirti Puraskar Yojna, the certificates to be given to the members secretaries of the Town Official Language Implementation Committee will be given separately instead of on the stage.

## **ORDER**

Ordered that a copy of this resolution be sent to all State Governments, Union Territory Administrations, all Ministries/Departments of Government of India, President's Secretariat, Prime Minister's Office, Cabinet Secretariat, Planning Commission, Comptroller and Auditor General of India, Lok Sabha Secretariat and Rajya Sabha Secretariat.

Ordered also that this Resolution be published in the Gazette of India for public information.

## **Resolution No. 11034/48/2014-O.L. (Policy) Dated 20.2. 2017**

### **Amendment in Rajbhasha Gaurav Puraskar and Rajbhasha Kirti Puraskar scheme**

#### **Resolution**

In continuation of the resolution No. 11/12013/48/2014-O.L. (Policy) dated 31 October 2016 under the

Rajbhasha Gaurav Puraskar and Rajbhasha Kirti Puraskar scheme, for the promotion of various disciplines of modern knowledge science and the promotion of Official Language Hindi and the implementation of the Official Language policy, following partial amendments have been made under both the above schemes-

1.1 At present, awards are given to three big and three small ministries under the Rajbhasha Kirti Puraskar scheme. Some Ministries/Departments are frequently awarded due to which other Ministries/Departments do not get opportunities. Therefore, if any Ministry/Department is given the first prize for two consecutive years, then it will not be awarded for the third year and another department will be given an opportunity.

1.2 Under the Rajbhasha Gaurav Puraskar Scheme, certificates and mementos will also be given to the authors who have written excellent articles published in the home magazines published by the Ministries/Departments of the Central Government.

1.3 There are two categories of Central Government Offices in the Regional Awards (a) Offices with strength up to 50 personnel and (b) Offices having strength of more than 50 personnel. Now a separate category will be created for offices up to 10 personnel and only first prize will be given in this category. Thus, for the offices of the Central Government, there will be a total of 7 awards in each linguistic area, that is, 1 award will be given for offices with a strength of 1 to 10 personnel and 3 awards will be given for offices with strength of 11-50 personnel and 3 awards for offices with more than 50 personnel.

2. The names of the offices which have won the first and second prize at the national level will not be considered for the regional award.

3. The above amendment in the Awards Scheme will be effective from 1st April 2017.

**F.No. 12011/01/2017-O.L.(Impl-2) Part dated the 19.5.2017**

**Sub: Requirement of Aadhaar number for applicants of Rajbhasha Gaurav Puraskar Yojana**

Department of Official Language invites books published every year for the following schemes

1. Rajbhasha Gaurav Puraskar to Central Government Personnel (including retired) for writing in Hindi originally.

2. Rajbhasha Gaurav Puraskar to the citizens of India for writing an original book of science, knowledge in Hindi.

1. Aadhaar Number will be used to ensure the correctness of the details provided by the persons (henceforth referred to as applicants) desirous of applying for the above schemes. This will be an effective way to prevent identity fraud. It will also help in ensuring the identity of the applicant and they will be able to get the prize money conveniently and without any hassle. In addition, it will also do away with the need to provide multiple documents to prove the identity of an individual.

2. The provisions of the Aadhaar Act and the Regulations made thereunder have come into force from 14th September, 2016 and a notification in this regard has been published in the Official Gazette. Section 57 of the Aadhaar Act 2016 permits the use of Aadhaar number for determining the identity of a person for any purpose of any law or contract in this regard.

3. Accordingly, the Department of Official Language notifies the following-

3.1 Applicants will have to provide their Aadhaar numbers for identification and verification while applying for the schemes. The applicant may be asked for Aadhaar verification while claiming the prize money at the designated office.

3.2 Applicants desirous of applying for the schemes and eligible to obtain the Aadhaar number as per Section 3 of the Aadhaar Act, who have not yet enrolled for the Aadhaar number, are hereby required to apply for Aadhaar enrolment. Such applicants may go to any Aadhaar Enrolment Center (List is available at [www.uidai.gov.in](http://www.uidai.gov.in)) for enrolment

3.3 The Department will set up Aadhaar Enrolment Facilitation Centres exclusively at designated places for Aadhaar enrolment of applicants who are eligible to obtain Aadhaar numbers. Applications can be made at designated places by visiting such facilitation centres to enrol. Such centres will also provide facilities for Aadhaar Update (Biometric and Demographics). The list of such Aadhaar Enrolment Facilitation Centres is available on the website.

3.4 Applicants who have applied for Aadhaar Card and have not received Aadhaar Number shall mention the 28 digit Aadhaar Enrolment Identification Number given on the Aadhaar Registration Slip while filling up the application form for the above Schemes to fulfil other requirements. For the above mentioned schemes, the application will be accepted only if the Aadhaar Registration Identification Number is mentioned on the application form. Aadhaar verification will also have to be done on the website of the department or at the designated offices, as the case may be.

3.5 In case the facility of enrolment of Aadhaar is not available at any conveniently designated office, the applicant can request for enrolment of Aadhaar from the department or on the website. A registration number will be given by the department to such applicants, which will be required to be filled in the application form while applying for the above schemes. They will be required to verify the Aadhaar at the centre as well as they will also have to verify the Aadhaar on the website of the department before or after the release of the prize money, as the case may be. The application for Aadhaar registration has to be made within thirty days from the date of applying for the above-mentioned schemes.

3.6 Applicants eligible to apply for the above schemes but ineligible for Aadhaar number will apply for Aadhaar registration as soon as they are eligible. Once the application for registration is made, the procedure set out in section 3.5 will be followed.

4. The above provisions shall be applicable to all residents from the date of publication except Jammu & Kashmir, Assam and Meghalaya.

5. The above provisions will not be applicable to Non-Resident Indians (NRIs) and all those persons who are not eligible to obtain Aadhaar number as per the Aadhaar Act 2016.

**OM No. 20012/10/2017-O.L.(Policy) dated 9.8.2017**

**Subject:-Book writing in Hindi and special encouragement**

The orders of the Hon'ble President on the recommendations of the 9th Section of the report of Parliamentary Committee on Official Language were issued in the form of resolution on 31.03.2017.

2 The committee has written in recommendation number 53 that the original book writing scheme should be made more attractive and the prize money should be increased, this recommendation has been accepted by the Hon'ble President.

3 The committee has written in the recommendation number 54 that there are many such officers and employees in the government service who are associated with creative work in addition to their jobs and are making their valuable contribution in the growth of Hindi literature. The committee has suggested that such talented personnel should be given special encouragement or promotion. Hon'ble President has accepted this recommendation with a slight modification that special encouragement should be given to the personnel associated with creative work in the field of Hindi literature.

4 The above recommendations have been made with a view to promote the use of Hindi in the official work of the Union and the Hon'ble President has accepted them and ordered compliance of the same. Therefore, compliance and implementation of the above recommendations is expected to be ensured in Central Government Ministries/Departments, Subordinate Offices and Autonomous Bodies.

Enclosure-Recommendation No. 53,54

53	Original book writing scheme should be made more attractive and prize amount should be increased.	This recommendation is accepted.
54	There are many Government officials who are engaged in creative writing in Hindi and are contributing immensely in enriching Hindi literature. The Committee suggests that such talented officials may be given encouragement or promotion.	This recommendation is accepted with modification that special incentive should be given to Government Officials engaged in creative writing in the field of Hindi literature.

**Resolution No. 11034/48/2014-O.L. (Policy) Dated 22.3.2018**

**Sub: Partial amendments in Rajbhasha Puraskars**

**RESOLUTION**

Under the Official Language Awards being given by the Department of Official Language, the following partial amendments have been made from the year 2018-19.

A. For the shields to be awarded for Rajbhasha Kirti Puraskar, Ministry/ Department/ Undertaking / Board/ Autonomous Body/Bank etc. will be considered for the award only if the number of personnel is at least 30.

B. In the O.M. No. 11034/48/2014-O.L. (Policy) dated 25.03.2015 which is related to Rajbhasha Gaurav Puraskar Yojana-

I. 10 Incentive Rewards to be given under Item No. A(4) and 1 Incentive award to be given under B have been terminated from the year 2017.

II. Under Item No. B (5) Method of sending entry, the following sub-item no. (5) has been added. "Retired personnel can attach a copy of their book PPO and send it directly to the Department of Official Language".

III. The following sub-item no. (i) has been added under item no.(6) and b(4) with reference to general conditions, "only books having ISBN will be included under the award scheme".

C. For Rajbhasha Kirti/Regional Award, those who get less than 60 percent marks will not be included in the category of award.

**ORDER**

Ordered that copies of this resolution be sent to all State Governments, Union Territory Administrations, all Ministries/Departments of Government of India, President's Secretariat, Prime Minister's Office, Cabinet Secretariat, Planning Commission, Comptroller and Auditor General of India, Lok Sabha Secretariat and Rajya Sabha Secretariat.

Ordered also that this Resolution be published in the Gazette of India for public information.

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## CHAPTER 7

### POLICY ORDERS REGARDING TRANSLATION ARRANGEMENTS

**O.M. No. 13011/1/2009-O.L.(Policy/ Co-ordination) dated the 11.11.2011**

**Subject: - Regarding Remuneration / Honorarium for translation work from English to Hindi and vice-versa.**

Regarding payment of remuneration for translation work from English to Hindi and vice-versa, these orders are being issued in supersession of Department of Official Language's Office Memorandum No. 13017/2/96-O.L.(Policy/Coord) dated 25.02.2005. and OM No.13017/1/2010-O.L.( Policy/Coord) dated 21/26 July, 2010. According to the provisions of Official Language Act, 1963 and Official Language Rules, 1976 and orders issued under them from time to time, bilingualism is required for many tasks whereas many tasks are to be performed in Hindi only. Due to the problem of translation in many offices, these orders are not being complied with smoothly. After considering various aspects of this problem, it has been decided that in Central Government offices where there are no translators or existing translators are not able to do the work due to excess translation work it should be got done on remuneration basis and the rates of remuneration should be kept attractive. The new rates of remuneration for all types of translation work including translation work of technical nature of codes, manuals, etc. will be Rs.250/- per thousand words.

2 The following things should be kept in mind while sanctioning the remuneration/ honorarium:-

(a) Translation work can be done by retired officers, or officers /employees of other offices. For this, it would be appropriate that each office should keep a panel of qualified persons ready.

(b) The translation work should be entrusted with a view that it should not hamper the efficient discharge of their normal official duties and responsibilities persons concerned.

(c) Translation work should not be got done on the basis of remuneration from the officials related to Hindi.

(d) The Head of the Department should certify that it was necessary to get the translation done and that the number of words have actually been translated for which the remuneration is being sanctioned.

(e) The expenditure on this remuneration / honorarium approved will be done by the concerned office from its approved budget.

(f) Persons who already know Hindi or who have acquired a working knowledge of Hindi by passing the test of Hindi, should not ordinarily require translation from Hindi to English. Efforts should be made that the drafts of letters which are to be sent in Hindi should be prepared by Hindi-knowing officers and employees, originally in Hindi only. Where there is difficulty in doing so or if a letter, circular etc. is to be issued in both Hindi and English languages, then only translation should be resorted to.

(g) As per Department of Personnel and Training OM No. 17011/3/97-Estt.(Allowances) dated 17.07.1998. the maximum limit of honorarium is Rs.5000/- annually.

3. Translation work can be got done by Translators employed in the Central Translation Bureau, where translation of various non-statutory procedural literature like manuals, codes and forms etc. of various Ministries/Departments/Bodies and Offices is done or by translators outside bureau like serving or retired Translators / Translation Officers / Hindi officers and experienced government and non-government persons related to translation work or translation training. If necessary, various Ministries / Departments / Offices can also make a panel of eligible persons /

Non-government persons retired from Government service and get the translation done by paying remuneration at the above rate.

4. The amount payable to retired eligible persons for translation work is not honorarium but remuneration, therefore, the honorarium limit of the Department of Personnel and Training Department's Office Memorandum dated 17.07.1998 will not be applicable on the amount given to retired eligible persons for translation work.

5. These orders shall come into force from the date of issue of this O.M.

6. This OM issues with the concurrence of the Internal Finance Division (Finance-II) of the Ministry of Home Affairs vide I.D.Note.No.36597-Finance-II/2011 dated 24.10.2011.

**O.M. No. 13034/2/2018-O.L./Policy Dated the 15.5.2018**

**Subject: - Regarding increase in Remuneration / Honorarium payable for translation (English to Hindi and vice-versa) work.**

Kindly refer to Department Official Language Office Memorandum No. 13011/1/2009/O.L./Policy Co-ord. dated 11.11.2011, under which the rates of remuneration for translation work were fixed at Rs.250/- per thousand words. The above rates were reviewed by the Department in the present context and it was felt that at present the above rate of remuneration is not practical.

2. On the issue of rationalization of remuneration for accomplishment of important and urgent translation work by the Ministry/Department/Office facing acute shortage of translation personnel, Department of Official Language has agreed in principle to set translation rates at a maximum of Rs.300/- (Rupees Three Hundred) for getting translation work done on outsourcing basis. This rate will be subject to the following guidelines:-

(i) The rate of Rs.300/- per page will be as a reserve rate. If man power is required for translation work, it will be outsourced as per the provisions of GFR-2017.

(ii) Availability of budget and permission of the competent authority will be taken.

3. Other terms and conditions regarding the rates of translation, will be the same as in the Department of Official Language Office Memorandum No. 13011/1/2009/O.L./Policy/Co-ord. No. dated 11.11.2011.

4. This order shall come into force from the date of issue of this O.M.

5. This OM issues with the concurrence of the Internal Finance Division (Finance-II) of the Ministry of Home Affairs vide I.D.Note No. 3423357/Finance-2/2018 dated 08.05.2018.

**O.M. No. 13034/2/2018/O.L./Policy Dated the 24.7.2018**

**Subject: - Regarding increase in Remuneration / Honorarium payable for translation work.**

Kindly refer to the Department of Official Language Office Memorandum of even number (copy annexed) dated 15.05.2018, under which concurrence has been given in principle to fix the rates of translation for translation work at a maximum rate of Rs.300/- (Rupees three hundred) per page.

2. After the issuance of this Office Memorandum regarding increase in the rates of translation, requests have been received from various Ministries/Departments through letters to this Department to clarify the number of words in a standard page, so that any confusion may be avoided.

3. In view of the above, it is clarified that 300 words may be counted in a standard page. Rs. 300/- per page translation rate includes translation, typing and Vetting work.

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## CHAPTER 8

### CREATION OF HINDI POSTS

**O.M. No. 13034/20/2009-OL.(Policy Coordination), 6.4.2009**

**Subject:-Problem in recruitment to the post of Junior Hindi Translator in various Subordinate Offices.**

Copy of Demi-Official Letter No. 10/3/2006 RHQ (Part) dated March 5, 2009 received from Smt. Pratibha Mohan, Member, Staff Selection Commission regarding the problem being faced in recruitment to the post of Junior Hindi Translator in various subordinate offices of the Ministries/Departments of the Government of India is attached herewith. Keeping in view the difficulties, the Commission has taken a policy decision not to make recruitments for the post of Junior Hindi Translator through selection method in respect of those offices where the recruitment rules for the said post are different from the recruitment rules of Central Secretariat Official Language Service. Therefore, the Commission has informed the Regional Directors not to accept the requisitions for recruitment to the post of Junior Hindi Translator through selection method. The Commission has also advised the Regional Directors to request the User Departments to amend the Recruitment Rules for the post of Junior Hindi Translator to make them at par with the Recruitment Rules of the Central Secretariat Official Language Service.

2. Consequent upon the implementation of the recommendation of the Sixth Central Pay Commission, the Department of Expenditure has clarified vide its Office Memorandum No. 1/1/2008-IC dated 24th November, 2008 and 27th November, 2008. (copy attached) that in accordance with the recommendations of the Sixth Pay Commission accepted by the Government of India, the same pay scales have been sanctioned for the existing similar designated posts in various Subordinate Offices of the Central Government outside the Central Secretariat Official Language Service.

3. In view of the above situation, all the Ministries/Departments are requested to advise their subordinate offices to amend the recruitment rules of the said post except those offices which have standard recruitment rules for the post of Junior Hindi Translator to enable the commission to recruit for the above mentioned post for them through open examination. This will not only facilitate the commission, but eligible candidates will also be made available to the subordinate offices in required number on time.

**O.M. No. 5/16/2009-O.L.(Services) dated 29.10.2009**

**Subject:-Regarding granting Modified Assured Career Progression Scheme (MACPS) to the officers of Central Secretariat Official Language Service Cadre.**

Please refer to the Department of Personnel and Training's Office Memorandum No. 35037/3/2008-Estt.(d) dated 19.5.2009 regarding the above concerned subject. Accordingly, the recommendations of the 6th Central Pay Commission of the Central Government have been accepted and the same with further amendments have been accepted with three financial enhancements under MACPS at the interval of continuous regular service of 10, 20 and 30 years. The scheme will be known as Modified Assured Career Progression Scheme (MACPS) of Central Government Civilian Employees. This scheme is in replacement of the previous ACP Scheme and the clarifications issued thereunder and will be applicable to the Civilian Employees of Central Government in A & B & C Services other than the officers of Organized Group A Services.

A Steering Committee will be constituted in each Ministry/Department to consider the matter of providing financial updates under this scheme. This committee will have a chairman and two members. The members of the committee shall be one level above the grade for which MACP is being considered and shall be of the same rank as an Under Secretary to the Government. The Chairman shall ordinarily be one grade above the members of the Committee.

The recommendations of this committee will be placed before the secretary for approval or in those cases where a committee will be constituted in the ministry/department, the main/competent officer of the organization. This committee will meet twice in a year in the first week of January and first week of July to take decisions on mature matters.

The Department of Personnel and Training's Office Memorandum No. 35037/3/2008-Estt. (d) dated 19.5.2009 can be accessed on the website of that department at [www.persmin.nic.in](http://www.persmin.nic.in). The Competent Authority has directed the undersigned to say that all the Ministries/ Departments should dispose themselves of all the matters related to MACPS of the officers of the Central Secretariat Official Language Service Cadre working in their Ministry/ Department and copy of the order issued by the Office be sent to the Department of Official Language.

All Ministries/Departments are requested to bring this scheme to the notice of all officers of Central Secretariat Official Language Service Cadre.

**OM No.15/33/2010-O.L.(Services) dated 9.12.2010**

**Subject: -Filling the vacant post of Junior Translator on alternative basis.**

Various Ministries/Departments request from time to time to fill the vacant posts of Junior Translators, but on many occasions, due to non-availability of any Junior Translators in the cadre, the Department of Official Language is not able to fill the vacant posts of Junior Translators immediately. As it is known that due to the procedural aspects laid down by the Staff Selection Commission in finalizing the appointments in this cadre like other cadres, it may take an year or more. Though the Department of Official Language takes advance action in view of the above fact, due to the lengthy process of appointment, till the time the appointment becomes fruitful, many Selected candidates become unavailable due to alternative employment opportunities.

2. In the light of the above-mentioned circumstances, all the Ministries/Departments are requested that if the post of Junior Translator in their office is vacant or is about to become vacant, then in such a situation, until the Department of Official Language does not deploy a Junior Translator on regular basis, you should make some alternative arrangement at your own level. In an alternative arrangement, as per rules, through the service provider, the desired services can be considered (outsourced) for a limited period. While making alternative arrangements, the compliance of the rules and guidelines issued by the Government of India should be ensured and care should be taken that he cannot make any claim for regular appointment in the government service.

3. As soon as the dossier of Junior Translators is received from the Staff Selection Commission, the officer will be nominated for posting on regular basis against the vacant post of Junior Translator in your office.

These instructions are being issued with the approval of Secretary (Official Language).

**O.M.No. 5/16/2009-O.L.(Services) dated 14.05.2010**

**Subject:-Providing financial benefits under the ACP/MACP scheme to the officers of the Central Secretariat Official Language Service Cadre.**

Kindly refer to this Department's Office Memorandum of even number dated 29.10.2009 on the above subject. Taking a policy decision, the Department of Official Language has given the authority to take action on all matters related to ACP/MACP of officers of the Central Secretariat Official Language Cadre to the concerned Ministry/ Department where the officer is posted. Some offices have been seeking clarification from the Department of Official Language from time to time whether old cases related to ACP have to be taken again, along with the MACP of the officers of the Central Secretariat Official Language Service Cadre.

2. All the Ministries/Departments are requested to settle the matters related to ACP/MACP of officers of Official Language Service cadre at their own level. The Ministry/Department should take up the matters related to the ACP/MCP of the officers of the Central Secretariat Official Language Service Cadre before the committee constituted by them on this subject and the Ministry should provide financial benefits to the officials of the Official Language Service Cadre, in the same way as the Ministry provides financial benefits under the ACP/MACP to their other officers/ employees.

**D.O. Letter No. 15/42/2013- O.L.(Service) dated 2.5.2013**

**Subject - Regarding uniformity in the designation and pay scale of the cadre of Official Language**

As you may be aware that the Department of Expenditure, Ministry of Finance vide its Office Memorandum No. 1/1/2008-IC dated February 24, 2008 (copy enclosed) had ordered that the designation and pay scale of the posts of Official Language in the subordinate offices of the Government of India will be the same as that of the Central Secretariat Official Language Service Cadre. It has been brought to the notice of the Department of Official Language that the order of the Department of Expenditure has not yet been implemented in all the subordinate offices, due to which there is dissatisfaction among the Official Language Officers working there.

I will be very grateful to you if you ensure compliance of the order of the Department of Expenditure to make the designation and pay scale of Official Language Officers equal to the designation and pay scale of the Central Secretariat Official Language Cadre in all the subordinate offices under your Ministry/Department and kindly inform the Official Language Department about the action taken in this regard.

**O.M.No. 7/16/2013-O.L.(Services) Dated 9.9.2013**

**Subject:- Regarding the relieving of the officers/employees of the Central Secretariat Official Language Service Cadre after their resignation..**

It is to be mentioned on the above subject that many Ministries/Departments accept the resignation of the officers/employees of the Central Secretariat Official Language Service cadre and relieve them, without informing this department which is not according to the rules. In this regard, the undersigned is directed to say that the approval of this department should be obtained before accepting the resignation tendered by any officer/employee of the Central Secretariat Official Language Service cadre and relieving him.

**No.13/63/2013-O.L.(Service) dated the 10.2.2014**

**Subject:-With regard to providing uniformity in the designations and pay scales of various posts related to the Official Language outside the Central Secretariat Official Language Service Cadre.**

The undersigned is directed to say on the subject mentioned above that on the basis of letters received from various Ministries/Departments, the proposal regarding the grant of pay scale to the officers/employees related to the Official Language working in the autonomous bodies subordinate to them at the same level as the Central Secretariat Official Language Service Cadre, was sent to the Department of Expenditure, Ministry of Finance. The Department of Expenditure, Ministry of Finance has mentioned on the relevant subject that the Office Memorandum issued by them on 24.11.2008 does not directly and automatically apply to autonomous bodies (copy attached). Therefore, the concerned Department may take necessary action according to the guidelines issued by the Department of Expenditure, Ministry of Finance.

**O.M.No. 13035/01/2013-O.L.(Policy) dated the 16.2.2016**

**Subject:- Re-determining the criteria of minimum Hindi posts in respect of autonomous bodies for compliance / implementation of the Official Language Policy of the Central Government.**

In order to ensure compliance of the Official Language Policy of the Central Government, the criteria for Hindi posts were circulated for the first time by the Official Language Department's Office Memorandum No. 13035/3/80-O.L.(C) dated April 27, 1981. These criteria were amended and circulated vide OM No.13035/3 / 88- OL(C) dated 5.4.1989. These criteria were restructured and circulated vide O.M. No. 13035/3/95-O.L.(Policy/Coordination) dated 22.7.2004.

2. These criteria have also been implemented for 'autonomous bodies' by partially modifying OM No. 13035/3/95-O.L.(Policy and Coordination) dated 22.7.2004. Therefore in points 1.2 and 1.3 of O.M. No. 13035/3/95-O.L.(Policy/Coordination) dated 22.7.2004, the words 'Autonomous Bodies' may also be read with the words Ministries/Departments and Attached/Subordinate Offices. Rest of the terms of the office memorandum will remain the same.

3. This issues with the approval of the Ministry of Finance, Department of Expenditure vide Diary No. 240339/2015 DS (E-Coordination-1) dated 19.01.2016.

**D.O. letter No. 15/42/2013-O.L.(Services) dated 28.3.2017**

**Subject: Uniformity in designation and pay scale of the posts of Official Language - Regarding**

I would like to draw your attention to the D.O. letter of even number dated 19.10.2016 (copy enclosed) of the Department of Official Language in which it has been requested with reference to the Department of Expenditure, Ministry of Finance OM No. 1/1/ 2008 IC dated 24.11.2008 that the designation and pay scale of the posts of Official Language in the subordinate offices of the Government of India will be the same as that of the Central Secretariat Official Language Service Cadre.

Kindly be informed that the implication of the order of the year 2008 of the Ministry of Finance and D.O. letter dated 19.10.2016 of the then Secretary (O.L.) of the Department of Official Language, regarding the equivalence of designation and pay scale of the Central Secretariat, Official Language Service Cadre is, that the recruitment rules also (educational qualification etc.) of subordinate offices should be similar to those of the Central Secretariat Official Language Service Cadre.

**O.M.No. 05/5/2019-O.L.(Services) Part 1 Dated 16.1.2020**

**Subject:- With reference to the application for transfer deputation/direct recruitment of officers/personnel of Central Secretariat Official Language Service Cadre.**

The undersigned is directed to say on the subject mentioned above that Central Secretariat Official Language Service Officers/Personnel usually send their applications for transfer/deputation/direct recruitment directly to the Department of Official Language, which is not proper. All officers / personnel working in various Ministries / Departments of the Central Secretariat Official Language Service Cadre are directed to send their applications for transfer / deputation / direct recruitment to the Department of Official Language through proper channel in future. Only those applications will be accepted in the Department of Official Language which are received through proper channel.

Disciplinary action under CCS(Conduct) Rule 6(14) may be taken against officers/personnel who correspond directly or send correspondence through political interference to the Department of Official Language and not through their office where they have been posted.

## CHAPTER 9

### HINDI PERIODICALS & MAGAZINES

**OM No. 11014/34/2014-RS(P) dated 21.1.2015**

**Sub:-Suggestions for improving the quality and maintaining high standard of Official Language In-House magazines**

Main objective of the in-house magazines, published by various offices/ organizations of the Central Government, is to enable and encourage the employees to work in Hindi and to increase the knowledge of their officers/employees about the activities of their organization.

The Department of Official Language suggests that while publishing the in-house magazines, the following points should be kept in mind to achieve this purpose -

- i. Articles related to the work area of the organization should be included in maximum number in the magazine so that the officers /employees can become more and more familiar with the terminology related to the work of the organization.
- ii. Preference should be given to those articles in the magazine which are helpful in increasing the knowledge of Hindi being used in the office.
- iii. More and more articles of the internal officers/employees should be included in the magazine
- iv. Efforts made by Non-Hindi speakers in writing articles for the magazine should be promoted.
- v. Articles related to literature of other Indian languages should also be included.
- vi. To make the magazine interesting, contemporary articles in simple language, literature, health, tourism, travelogue etc. should be included.
- vii. To make the magazine classy and attractive, attention should be paid to the design and quality of the magazine
- viii. Efforts should be made to make the magazine available on the website of the institute so that it is available widely.

**O.M. No. 11014/32/2015-O.L.(P) Date 17.6.2016**

**Subject: Honorarium for the articles published in Rajbhasha Bharti, the magazine of the Department of the Official Language.**

The Office Memorandum No. 11014/32/93-O.L.(Magazine) dated June 16, 1994 and O.M. No. 11015/32/99-O.L.( magazine) dated 16th August 1999 related to the the amount of honorarium for the articles published in Rajbhasha Bharati, the magazine of the Department of Official Language has been modified to increase the honorarium payable to the authors, to maintain the quality of articles published in the department's quarterly magazine "Rajbhasha Bharati", The new rates of honorarium have been fixed as under:

1. Regular article published in the magazine - Rs 3000 / - (Three thousand only)
2. Articles published in the special issue - Rs 5000 / - (Rs. Five thousand only)

New rates will be effective from 01 July 2016. This office memo is being issued with the concurrence of Internal Finance Division (Home) vide their Diary No. 3353704 / A. S. & F. A. (H)/2016 dated 27-05-2016. These rates will be valid only for articles published in Rajbhasha Bharti.

**O.M. No. 12024/01/2020-O.L.(Impl.2) , dated 7.9.2020**

**Subject: Publication of In-House magazines in the form of e-magazine.**

In continuation to the office memorandum of even number dated 21.07.2020 issued by the Department of Official Language regarding publication of Hindi in-house magazines digital / e-magazine format, it is noteworthy that 16 organizations (Offices / Undertakings / TOLICS / Banks) etc.) have uploaded their home magazines as e-magazines. It is very essential in the present age of information technology. This will not only increase the readership of Hindi magazines uploaded by the offices but also increase the content of Hindi on the Internet. Some organisations have not provided direct link to the magazine, but have displayed TOLIC/ Blog / Google link where the magazine has not been made available for reading. All the organizations are requested to provide direct link of the magazine only in order to enable the readers a direct access to the magazine for reading.

2. The Department of Official Language is soon making available a link/tab named “e-magazine library” on the main page of its website, on which all these e-magazines will be displayed.

3. Please read 'Rajbhasha Gaurav Puraskar' as 'Rajbhasha Kirti Puraskar' mentioned at serial number 7 of Office Memorandum of even number dated 21.07.2020.

4. In order to and spread Hindi through Information, Communication and Technology (ICT), it is requested that more and more in-house magazines should be published in the form of e-magazine.

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## CHAPTER 10

### HINDI WORKSHOPS

**O.M. No.21034/11/2010-OL(Trg.) Dated: 22.7.2011**

**Subject:-Organisation of Hindi Language Workshops for capacity-building of officers and officials by CHTI – increase in the amount of remuneration per session.**

Consequent upon the implementation of the Sixth Central Pay Commission's recommendations, it has been decided to increase the amount of remuneration to be paid to the Guest Speakers and Central Government Officers/Officials for delivering lectures in Hindi workshops organized by the Central Hindi Training Institute (CHTI), as per the rates given below:

a) A remuneration of Rs.500/- (Rupees five hundred only) per session of seventy-five minutes will be payable to serving Central/State Government Officers/Officials. The amount payable to a single speaker by way of remuneration in a year will not exceed Rs.5000/-.

b) A remuneration of Rs.1000/- (Rupees One thousand only) per session of seventy-five minutes will be payable to the Guest Speakers other than the serving Central/State Government Officers/Officials. The ceiling of payable remuneration of Rs.5000/ per annum will not be applicable to this category.

2. This issues with the concurrence of the Finance Division of the Ministry of Home Affairs vide their Dy. No.93000/SS&FA(H) dated 15.06.2011.

3. These orders shall come into force from the date of issue of this OM.

**O.M. No. 12019/81/2015-O.L.(Impl-2) Part 2 Dated 29.2.2016**

**Sub: Organising Hindi Workshops.**

Instructions have been issued to organize Hindi Workshops to overcome the difficulties faced by various offices in doing the official work in Hindi. The main objective of these workshops is to overcome the hesitation of those government employees who have knowledge of Hindi Language in doing their work in Hindi. In these workshops, the main emphasis should be on actual practice of doing the official work in Hindi. The exercises should be related to the routine work of the concerned employees.

2. Instructions were issued by the department on this subject on 01.10.1973 and 29.10.1984. Now the following guidelines will come into effect forthwith, in supersession of all the office memoranda/guidelines regarding the organisation of Hindi Workshops.

i. The duration of the workshop should be minimum of one working day. Minimum two third of the time of the workshop shall be devoted to the actual practice of doing the official work in Hindi on the subjects related to that office.

ii. The “Karyashala Sandarshika” prepared by the Department of Official Language is now available on the website. The headquarters of Ministries/Departments Banks/Undertakings are requested to use this to prepare their own “Karyashala Sandarshika” as per their requirements. To facilitate the employees to work in Hindi after the training, the subjects related to their own domain may be added and it should be ensured that the work of each and every division/section / vertical etc. has been incorporated in it.

iii. The workshop should be conducted by competent officers, having expertise in their subjects. The guest faculty may also be invited as per the requirement.

iv. These workshops should be so arranged as to ensure that every employee is able to participate at least once in two years and the number of workshops in a year may be fixed accordingly. Special emphasis should be given to the participation of higher officers in these workshops. Post training assessment of the work being done in Hindi by the employees trained in these workshops should be done and if needed the employee can be nominated again.

v. Feedback, regarding the utility of workshop, may be obtained from the trained officers/employees at the end of the workshop.

vi. Honorarium for training may be paid to the experts as per the DoPT guidelines (currently no. 13024/01/2009-Trg. (Trg. Ref) dated 23.09.2014) as amended from time to time.

vii. Small offices, which are not able to conduct workshops individually, may organize the workshops jointly with other offices. In this regard, necessary co-ordination shall be done by the Town Official Language Implementation Committees.

The head of offices will ensure that the workshops are organized as per the above guidelines.

**O.M.No. 12019/81/2015-O.L.(Impl-2) Part-2, dated 16.6.2016**

**Subject:-Organizing Hindi workshops: Clarification regarding honorarium.**

The Department of Official Language had issued an Office Memorandum of even number dated 29th February, 2016 regarding organizing Hindi Workshops. It is mentioned in Para 2(6) of the said memorandum that honorarium will be given as per DoPT OM. No. 13024/01/2009-Training dated 23.09.2014. In continuation of the same, on the basis of approval obtained from the Ministry of Finance (Department of Expenditure) (Diary No. 331763, dated 14/06/2016) honorarium to be paid to officers imparting training to government personnel in workshops is fixed as per following rules:

(a) Serving officers/officials of Central/State government will be paid Rs. 500/- per session of 75 minutes as honorarium/remuneration. In no case honorarium/remuneration of more than Rs. 5000/- will be given to any lecturer in a financial year.

(b) Guest lecturers other than serving officers/officials of Central/State government will be paid Rs. 1000/- per session of 75 minutes as honorarium/remuneration. The limit of Rs. 5000/- in a financial year will not be applicable to this category.



## CHAPTER 11

### ORDERS RELATED TO TRAINING AND INCENTIVES FOR TRAINING

**O.M. No. 21034/14/2006-O.L.(Training) dated 8.9.2006**

**Subject:-Continuation of the one-time award given for passing the Hindi language, Hindi typing and Hindi stenography examinations by personal efforts under the Hindi Teaching Scheme for the examinations to be taken from December 2005 onwards.**

The undersigned is directed to refer to this Department's O.M. No. 12013/1/2001-O.L.(Training) dated 04 September 2001 on the above subject, and convey the approval of the President for continuation of the one-time award payable to Central Government employees/officers for passing the Hindi language, Hindi typing and Hindi stenography examinations by personal efforts under the Hindi Teaching Scheme for the examinations from 31st December, 2005 onwards till 31st December, 2008. This extended period will be applicable equally to the employees/officers working in the Central Government offices located in all the three zones 'A' 'B' and 'C'. The conditions and rates for eligibility for this award will be the same as in this Department's Office Memorandum No. 12013/3/76-O.L.(D) dated 21.05.1977; O.M. No. 12011/5/83-O.L.(D), dated 29.10.1984 and O.M. No. 18/3/94- Hindi Teaching Scheme (H) dated 16.02.1995.

2. In so far as the employees of the Indian Audit and Accounts Department are concerned, these orders are being issued with the concurrence of the Comptroller and Auditor General of India.
3. This is being issued with the approval of the Ministry of Finance, Department of Expenditure vide their I.D. Note No. - 7/16/2006-E. III(a), dated 31.07.2006
4. This OM may be brought to the notice of all concerned.

**Resolution No. 21034/18/2008-O.L. (Training), dated 22.4.2008**

**Sub: Training of Hindi to the employees of the Central Government offices.**

#### Resolution

Regarding the recommendations made in the third report of the Parliamentary Committee on Official Language, The President's orders were notified under Section 4(4) of the Official Languages Act, 1963 (as amended, 1967) vide this Department's Resolution No. 13015/1/91-OL.(d) dated 4th November, 1991. In partial modification of the order made under paragraph 5 of that resolution, It was ordered vide Resolution No. 14034/17/2005-OL.(Training) dated November 16, 2005, that the employees of the offices located in all the regions (ie "A", "B" and "C") should be trained in Hindi by the end of the year 2008.

2. Making a partial amendment in the above resolution, the President has now ordered that the training of Hindi to the employees of the offices located in all the regions (i.e. "A", "B" and "C") should be completed by the end of the year 2015.

#### ORDER

Ordered that a copy of this resolution be sent to all the Ministries / Departments of the Government of India, all State Governments and Union Territories, the President's Secretariat, the Vice-President Secretariat, the Lok Sabha Secretariat and the Rajya Sabha Secretariat, the Cabinet Secretariat, the Prime Minister's Office, U.P.S.C., the Planning Commission, the Comptroller and Auditor General of India, the Registrar General of the Supreme Court of India, the University Grants Commission, the Law Commission of India and the Bar Council of India etc.

Ordered also that this Resolution be published in the Gazette of India for general information.

(P.V. ValsalaKutty)  
Joint Secretary to the Government of India

**O.M. No. 21034/52/2010-O.L.(Trg) dated 14.12.2010**

**Subject:-Increase in examination fee for various examinations to be conducted under Hindi Teaching Scheme and Central Hindi Training Institute.**

I am directed to say on the above subject that the officers/employees of government corporations/undertakings/banks/bodies etc. under the control of the Government of India will have to pay Rs.100/- (Rupees one hundred only) per candidate as examination fee for appearing in the Hindi Prabodh, Hindi Praveen, Hindi Pragya examination and Hindi Typing/Stenography examinations to be conducted under Hindi Teaching Scheme and Central Hindi Training Institute.

2. This OM is issued on the basis of the concurrence given by the Internal Finance Division (Finance-II), Ministry of Home Affairs vide Diary No. 73015/Finance-II/10 dated 3-11-2010.

3. These orders will come into force from the date of issue of the Office Memorandum.

**O.M. No. 21034/66/2010-O.L. (Trg.), dated 29.07.2011**

**Subject:-Increase in the rates of Cash Rewards on passing the Hindi Language, Hindi Typewriting and Stenography Examinations conducted under the Hindi Teaching Scheme and increase in the rates of Lumpsum rewards on passing Hindi Language, Hindi Typewriting and Stenography examinations of the Hindi Teaching Scheme, through own efforts.**

In partial modification of the Department of Official Language, Ministry of Home Affairs, O.M. No. 21034/34/2007-O.L. (Trg.) dated 16.08.2007 on the above subject, it has been decided to increase the amount of Cash rewards/ Lumpsum rewards as per rates given below :

I	Hindi Language Examination of Hindi Teaching Scheme	Existing Rate of Cash Reward	Revised Rate of Cash Reward
A	Prabodh		
1.	For securing 70% or more marks	Rs.800/	Rs.1600/
2	For securing 60% or more marks but less than 70% marks	Rs.400/	Rs. 800/
3	For securing 55% or more marks but less than 60% marks	Rs.200/-	Rs. 400/
B	Praveen		
1	For securing 70% or more marks	Rs.1200/	Rs.1800/
2	For securing 60% or more marks but less than 70% marks	Rs.800/	Rs. 1200/
3	For securing 55% or more marks but less than 60% marks	Rs.400/-	Rs. 600/
C	Pragya		
1	For securing 70% or more marks	Rs.1200/	Rs.2400/
2	For securing 60% or more marks but less than 70% marks	Rs.800/	Rs. 1600/
3	For securing 55% or more marks but less than 60% marks	Rs.400/-	Rs. 800/

II	Hindi Typing and Stenography Examination of Hindi Teaching Scheme	Existing Rate of Cash Reward	Revised Rate of Cash Reward
A	Hindi Typing		
1	For securing 97% or more marks	Rs.1200/	Rs.2400/

2	For securing 95% or more marks but less than 97% marks	Rs. 800/	Rs.1600/
3	For securing 90% or more marks but less than 95% marks	Rs. 400/	Rs.800/

B	Hindi Stenography		
1	For securing 95% or more marks	Rs.1200/	Rs.2400/
2	For securing 92% or more marks but less than 95% marks	Rs.800/	Rs.1600/
3	For securing 88% or more marks but less than 92% marks	Rs.400/	Rs.800/

III	Hindi Language. Hindi Typewriting and Hindi Stenography examinations of Hindi Teaching Scheme, through own efforts.	Existing rate of Lumpsum Reward	Revised rate of Lumpsum Reward
1	Prabodh Examination of the Hindi Teaching Scheme	Rs. 1000/-	Rs.1600/-
2	Praveen Examination of the Hindi Teaching Scheme	Rs. 1000/-	Rs.1500/-
3	Pragya Examination of the Hindi Teaching Scheme	Rs.1200/-	Rs.2400/-
4	Hindi Typewriting Examination of the Hindi Teaching Scheme	Rs.800	Rs.1600/-
5	Hindi Stenography Examination of the Hindi Teaching Scheme	Rs.1500/-	Rs.3000/-

Remarks :- The candidates who qualify the Hindi Language, Typewriting and Stenography examinations of the Hindi Teaching Scheme through own efforts will be eligible for the above-mentioned benefits even if they secure 5% less marks than the prescribed percentage, while granting them the Cash Reward in addition to Lumpsum Reward.

2. For admissibility of Cash Reward and Lumpsum Reward, all other terms and conditions will be the same as mentioned in the orders issued earlier.

3. This Office Memorandum issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.D. Note No. 14(9)/E.II(A)/2007 dated 29.06.2011

4. This Office Memorandum will come into force from the date of issue.

**Subject: - Revision in the rates of Honorarium admissible to part time Hindi Teachers under Hindi Teaching Scheme - reg.**

Referring to the Department of Official Language, Ministry of Home Affairs' Office Memorandum No. 21034/21/2005-O.L.(Train) dated 30th September, 2005 on the above subject, I am directed to approve the payment of honorarium to the part-time Hindi teachers under the Hindi Teaching Scheme at the following revised rates:-

S.No.	Description	Honorarium approved under the order issued on 30.09.2005	Revised description	Revised Sanctioned Honorarium
1.	<b>Honorarium / Remuneration For alternate day classes</b> (Only for Government servants) where attendance of trainees is up to 10	540/- per month	Honorarium / Remuneration for alternate day classes (Only for Government servants) where attendance of trainees is up to 10	1080/-per month
	Per additional trainees if the attendance of trainees is more than 10.	36/- per month	Per additional trainees if the attendance of trainees is more than 10.	70/-per month
2.	<b>For daily classes</b> Honorarium / Remuneration (Only for Government servants ) where attendance of trainees is up to 10	700/- per month	Honorarium / Remuneration For daily classes - (Only for Government servants ) where attendance of trainees is up to 10	1400/- per month
	Per additional trainees if the attendance of trainees is more than 10.	45/- per month	Per additional trainees if the attendance of trainees is more than 10.	90/- per month

Note: -1. In hard areas like North - Eastern areas, Jammu and Kashmir, Leh-Ladakh, The Andaman and Nicobar Islands, Lakshadweep, Dadra and Nagar Haveli, Daman and Diu where adequate number of trainees are not available the minimum number of trainees has been fixed at 5. In such condition,, the part-time teachers deputed at these centres will be paid an honorarium of Rs.1080/- per month for classes alternate days and Rs. 1400/- for classes on daily basis.

2. All conditions contained in department's letter no. 12013/24/83-OL(E) dated 05.08.1985 regarding Honorarium will remain same.

3. This office memorandum issues with the approval of Finance Division, Ministry of Home Affairs accorded vide their note Dy No. 65243/JS (Fin. /Pers.)II/2011 dated 15.12.2011.

4. The revised rates of Honorarium will be effective from 1st April 2012.

5. The maximum limit fixed for Honorarium for Govt. servants will not exceed Rs.5,000/- (five thousands only) per-annum per person including the honorarium of all kinds.

**Office Memorandum No. 21034/66/2009-O.L.(Trg.) dated 4.4.2012**

**Subject:-Revision of the rates of honorarium payable to the overall-in-charge officers appointed at full time/ part time training centres of Hindi Teaching Scheme.**

Partially amending this Department's Office Memorandum No. 21034/21/2003-O.L.(Trg.)/2439 dated July 01, 2003 on the above subject, the undersigned is directed to convey the approval of the President for revising the rates of honorarium payable to those officers of the Central Government, who have been appointed on an honorary basis as an overall officer in charge of full-time / part-time training centres of the Hindi Teaching Scheme, in addition to their normal duties and are responsible for the work related to the training of Hindi language, Hindi typing and Hindi stenography to the employees of the Central Government. The revised rates of honorarium payable to overall-in-charge officers will be as follows:-

S.No.	Description	Honorarium approved under the order issued on 01.07.2003	Revised description	Revised approved Honorarium
1	Overall-in-charge officers under whose supervision there are such full-time training centres where 1 to 5 regular Hindi Pradhyapak / Assistant Director (Hindi Typing / Stenography) are posted	260/- per month	Such overall in charge officers under whose supervision there are such full-time training centres where 1 to 5 regular Hindi Pradhyapak/ Assistant Director (Hindi Typing/Stenography) are posted	520/- per month
2	Overall-in-charge officers under whose supervision there are full-time training centres where 6 to 19 regular Hindi Pradhyapak / Assistant Director (Hindi Typing / Stenography) are posted.	375/- per month	Such overall-in-charge officers under whose supervision there are such full-time training centres where 6 to 19 regular Hindi Pradhyapak / Assistant Director (Hindi Typing / Stenography) are posted.	750/- per month
3	Such officers in overall charge under whose supervision there are such part-time training centres of Hindi Teaching Scheme where there are 10 or more trainees.	130/- per month	Such officers in overall charge under whose supervision there are such part-time training centres of Hindi teaching scheme where no regular Hindi teacher of Hindi teaching scheme is posted and training is given by part-time Hindi teacher and where 15 or more trainees are enrolled.	260/- per month

2. The other conditions in this regard will be applicable as are contained in the above Office Memorandum of this Department.
3. This O.M. is issued with the approval of Finance Division, Ministry of Home Affairs vide their note Diary No. 65243/JS(Fin./Pers)II/2011 dated 15.12.2011.
4. These revised rates of honorarium will be effective from 1st April, 2012.

**O.M. No.21034/62/2009-O.L.(Trg.) Dated 22.8.2013**

**Subject: Continuation of the Grant of Lump sum Reward beyond December, 2008 on passing Hindi Language, Hindi Typing and Hindi Stenography Examinations under the Hindi Teaching Scheme through one's own efforts.**

The undersigned is directed to refer to this department's O.M. No. 21034/14/2006 O.L.(Trg.), dated 14.09.2006 on the subject noted above and to convey the sanction of the President to the continuation of grant of Lump Sum Reward beyond 31<sup>st</sup> December, 2008 upto 31 December, 2015, to those Central Government Employees/Officers who pass the Hindi Language, Hindi Typing and Hindi Stenography Examinations under the Hindi Teaching Scheme through their own efforts. The above extension of the period is applicable equally to the employees/officers of offices located in all the three regions viz. "A", "B" and "C" and conditions and the prescribed rates for grant of this Lump Sum/Reward will be the same as specified in this Department's O.M.No.12013/3/76-O.L.(D), dated 21.05.1977; O.M.No.12011/5/83-O.L.(D), dated 29.10.1984, O.M.No.18/3/94-H.T.S.(HQ.), dated 16.02.1995 and O.M.No 21034/66/2010-O.L.(Trg), dated 29.07.2011.

2. In so far as the employees serving in Indian Audit and Accounts Department are concerned, these orders issue with the concurrence of the Comptroller and Auditor General of India.
3. This issues with the concurrence of Ministry of Finance, Department of Expenditure, vide their I.D.Note No.175743/2011 dated 14th May, 2013.
4. The contents of this Office Memorandum may please be brought to the notice of all concerned.

**Office Memorandum No. 21034/7/2013-O.L.(Trg) 18.3.2015**

**Subject:-Clarification regarding personal pay and cash reward for passing Hindi language, Hindi typing and stenography test under Hindi Teaching Scheme.**

In view of the responsibility entrusted to the Department of Official Language to ensure compliance of the constitutional and legal provisions of the Official Language Policy of the Government of India, it is the responsibility of the Department of Official Language to promote the use of Hindi in the official work of the Union.

2. Training programs for Hindi Prabodh / Praveen and Pragya and Hindi Typing and Hindi Stenography are run regularly by the Central Hindi Training Institute / Hindi Teaching Scheme to provide Hindi training to the Central Government employees. There is a provision to give various types of financial incentives to the trainees for passing the examinations conducted under the Hindi Teaching Scheme.
3. All the Ministries/Departments of the Government of India are requested to ensure compliance of the latest guidelines of the Department of Official Language in this regard which are available on the website of the Department of Official Language.

**O.M. No. 12012/03/2015- OL(Policy), dated 22.4.2015**

**Subject: Implementation of new practice based 'Parangat' course to make Central Government personnel proficient in carrying out their official work in Hindi - regarding**

In compliance to the Presidential orders issued under the recommendation No. 16.7( a) of the Seventh Report of the Committee of Parliament on Official Language, a decision has been taken to implement a new practice based 'Parangat' course for all the personnel of the Ministries / Departments, their attached & subordinate offices, Public Sector undertakings / Statutory/Autonomous Bodies / Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government, who possess working knowledge of Hindi' to make them proficient to carry out their official work in Hindi.

2. This program will be implemented from the financial year 2015-16. The course classes will be conducted by Central Hindi Training Institute/ Hindi Teaching Scheme, Department of Official Language during office working hours.

### **3. Eligibility:**

All the personnel of the Ministries / Departments, their attached & subordinate offices, Public Sector undertakings / Statutory Bodies / Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government, who possess Working Knowledge of Hindi' will be eligible for this 'Parangat' training.

### **4. Contents of the course:**

(i). "Parangat' course will be mainly based on practice, in which 80% of training time will be scheduled for practice and 20 percent time to discuss the theoretical aspects of the course.

(ii). Contents of the course will focus on the following topics:

1. Administration
2. Finance
3. Banking
4. Science and Technology
5. Glossary of Terms

5. This course will be conducted by Central Hindi Training Institute under two arrangements.

(i). In first arrangement, intensive training programme will be completed in 20 working days (160 Hrs)

(ii). In second arrangement, training classes will be conducted for 1 hour or for 1 hour 30 minutes on alternate days. This programme will be completed in 05 months.

Central Hindi Training Institute will issue the course calendar.

### **6. Examination:**

The examination will be conducted at the end of the course as per conventional system.

## **RESOLUTION No. 21034/8/2015-OL(Trg.) Dated: 4.6. 2015 Training of Hindi to the employees of the Central Government**

### **Resolution**

The orders of the President, on the recommendations made by the Committee of Parliament on Official Language in the third part of its report were conveyed vide this Department Resolution No. 13015/1/91-OL(D), dated 4th November 1991 in accordance with Section 4 (4) of the Official Language Act, 1963 (as amended 1967). In partial modification of the orders laid down in para-5 of the said Resolution, it was ordered, vide Resolution No. 21034/18/2008-OL(Trg.) dated 22nd April, 2008 that the employees of the offices located in all the regions (ie "A", "B" and "C") should be trained in Hindi by the end of 2008.

2. The President, in further partial modification of the said Resolution, has now ordered that the training in Hindi being imparted to the employees of the Central Government offices located in all the regions (viz. 'A' 'B' and 'C') may be completed by the end of the year 2025.

### **ORDER**

Ordered that a copy of this Resolution be sent to all Ministries/Departments of the Govt. of India, all State Governments and Union Territories, the President's Secretariat, the Vice President Secretariat, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Prime Minister's Office, Union Public Service Commission, Niti Ayog, Comptroller and Auditor General of India, The Registrar General of Supreme Court of India, the University Grants Commission, the Law Commission of India and the Bar Council of India.

Ordered also that the Resolution be published in the Gazette of India for general information.

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

In order to ensure implementation of Official Language policy in all the Ministries/Departments/Offices/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 of Central Government provide training to Central Government personnel through Hindi medium. At present it has been noticed that inspite of training material being available in Hindi, the training is being imparted in English resulting in 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 of training (Total Duration 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 Programmes Conducted in Hindi(as per the target)
A	B	C	D	E ( $e = b \div a \times 100$ )

6. 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.



**Office Memorandum No.12019/04/2016-O.L.(Complaint) Other Complaints-4 Dated 14.10.2016**

**Subject:- Training of Official Language by Non-Governmental Organizations**

It has come to the notice of this department that many non-government organizations are organizing expensive camps and workshops in the name of imparting training in Official Language to the officers and employees of the Central Government and earning money through advertisements. On this subject, it is clarified that no non-governmental organization has been authorized by the Department of Official Language, Ministry of Home Affairs to impart training in Official Language to the Central Government employees. Adequate training centres are already functioning under the Department of Official Language, which provide various types of training free of cost to the officers and employees of the Central Government. and organize workshops to discuss the Official Language. ([www.ctb.rajbhasha.gov.in](http://www.ctb.rajbhasha.gov.in) and [www.chti.rajbhasha.gov.in](http://www.chti.rajbhasha.gov.in) ) According to the instructions of the Department of Official Language, all the offices/banks/undertakings etc. organize workshops to promote the use of Official Language at their own offices. In addition to English, the facility of imparting Hindi language training online through 14 Indian languages is available on the official website of the Department of Official Language. Therefore, it is not desirable to spend unnecessary money from the government fund for attending Official Language training and workshops.

In such a situation, there does not seem to be a need for government officials and employees to participate in the so-called training camps, Discussion camps and workshops organized by any non-government organization in the name of promotion of the Official Language. All the Heads of the Departments may take appropriate steps considering the responsibility on this subject.

**O.M.No. 21034/08/2017-O.L.(Admn) Dated 24.7.2017**

**Subject:-Incentive for passing Hindi, Hindi Typing and Hindi Stenography examinations - Consolidation of orders relating to personal pay.**

The existing provisions of Para 1(5)(a)(b) of the Department of Official Language Office Memorandum No. 12014/2/76-O.L.(d) dated 02 September 1976 on the above subject are amended with immediate effect as follows: -

A. It will be mandatory for non-gazetted employees to get 70 percent marks to get personal pay in the Hindi stenography examination to be conducted under the Hindi teaching scheme.

B. It will be mandatory for gazetted stenographers to obtain 75 percent or more marks in the examination of Hindi stenography to be conducted under the Hindi Teaching Scheme.

But those employees who have already passed the Stenography test or for whom training in Hindi Stenography is not mandatory, they will not be given personal pay on passing the Hindi Stenography test.

2. The other conditions of the Department of Official Language office memorandum dated 02 September 1976 will remain the same.

3. This OM issues with the approval of the Competent Authority.

**O.M. No.-22011/267/2015-CHTI, dated 3.12.2018**

**Subject:-Eligibility for Hindi Word Processing/ Hindi Typing and Hindi Stenography Training under Central Hindi Training Institute/ Hindi Teaching Scheme- Change of nomenclature regarding.**

It has been informed by the Department of Official Language vide letter No. 13035/01/2018 OL(Policy), dated 25th June, 2018 that "With regard to the designations mentioned in the orders of Hindi Teaching Scheme / Central Hindi Training Institute, Order of Department of Personnel and Training (DOPT) No.-21/12/2010-CS. 1 (P), dated 21-12-2015 is appropriate. Correspondence can be made by quoting this order."

Therefore, consequent upon the change of the nomenclature of "Assistant" of Central Secretariat Service (CSS), Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS) vide Department of Personnel and Training (DOPT), Ministry of Personnel Public Grievances and Pensions, Government of India, order No.-21/12/2010-C5.1 (P), dated 21-12-2015, in the orders of Hindi Teaching Scheme / Central Hindi Training Institute Wherever the "Assistant" designation is mentioned, along with this, "Assistant Section Officer" should also be read. Similarly, along with Upper Division Clerk "Senior Secretariat Assistant" and along with Lower Division Clerk "Junior Secretariat Assistant" should also be read.

The Hindi version of the Office Memorandum will be considered final in the event of any confusion or controversy at any point.

**O.M.No.21034/11/2017-O.L.(Training), dated 14.12.2018**

**Subject: -Increase in the honorarium / remuneration payable to the question paper makers assessors/examiners, evaluators of answer sheets etc. for conducting Hindi examinations under the Hindi Teaching Scheme.**

In the matter related to revision of rates of honorarium/remuneration payable to question paper makers, examiners, evaluators of answer sheets etc. for conducting Hindi Prabodh/Praveen/Pragya and Hindi Typing and Hindi Stenography examinations under Hindi Teaching Scheme, it has been decided that the rates of honorarium/remuneration payable to the question paper makers, examiners, answer sheet evaluators valuers etc. appointed in connection with the conduct of the above examinations will be as follows:

S.No	Task	Honorarium /Rates of Remuneration (Rs.)
1.	1. Preparation of Question Paper (Hindi Prabodh, Praveen, Pragya and Parangat)	₹ 525/-
2.	Preparation of Question Paper (Hindi Typing /Shorthand)	₹375/
3.	Moderation of Question Papers (Hindi Prabodh, Praveen, Pragya and Parangat)	₹ 150/-
4.	Moderation of Question Papers (Hindi Typing/Stenography)	₹ 150/-
5.	Proof Reading of Question Papers (Hindi Prabodh, Praveen, Pragya and Parangat)	₹ 120/-
6.	Proof Reading of Question Papers (Hindi Typing/Stenography)	120/-
7.	Dictation in Stenography Test	₹ 150/-
8.	Appointment of Examination Center Superintendent	₹ 400/- per session
9.	Appointment of Supervisors (Invigilators)	₹ 300/- per session.
10.	Appointment of clerks at examination centers	₹ 200/- per session.
11.	Appointment of Class IV (MTS) staff at examination centers	₹ 150/- per session
12.	Chief Examiner(Chief Examiner will have to check at least 10 answer sheets of each examiner/investigator )	Rs.300/- per examiner.)
13. a	Checking work of answer sheets (Hindi Prabodh, Praveen, Pragya and Parangat)	₹ 11/- per answer book

13.b	Hindi Prabodh, Praveen, Pragya to be done through correspondence. (b) Evaluation of answer sheets (answer kit) of these courses.	₹ 11/- per answer book
14.	Evaluation of Answer Sheets (Hindi Typing Shorthand)	T ₹ 11/- per answer book.
15.	For the oral examination.	(₹11/- per trainee) (₹100/- minimum)
16.	Preparation of Table of Examination Result (per 100 trainees)	₹150/
17.	Cross-checking/tallying of test results (per 100 examinees)	₹110/-

2. The above rates will be effective from the date of issue of this O.M.

3. This Office Memorandum is issued in amendment to this Department's Office Memorandum No. 14034(21034)/50/2010-OL (Trg) dated January 27, 2011 and with the concurrence of Internal Finance-2 (Home), Ministry of Home Affairs, given in Dy.No. 508-SSA&FA Dated 11 December 2018.

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## CHAPTER 12

### MISCELLANEOUS ORDERS

**O.M. No. 12019 /03/2014 O.L. (Complaint) Date – 10.3.2014**

**Subject:- Making the use of Official Language Hindi compulsory in Government of India in Social Media**

It has come to notice that only English is being used in official accounts maintained by the officials of all the Ministries/Departments/Subordinate Offices/ Undertakings/ Corporations/ Banks of the Government of India on social media such as Twitter, Facebook, Blogs, Google, YouTube etc. and the Official Language Hindi is being completely disregarded.

The undersigned is directed to say that Official Language Hindi or bilingual form (Hindi and English) should be used in official accounts maintained by all the Ministries/ Departments/ Subordinate Offices/ Undertakings/ Corporations/ Banks and Officials of the Government of India on social media such as Twitter, Facebook, Blogs, Google, YouTube etc. in which Hindi should be placed on top/first.

Therefore, all the Ministries/Departments of the Central Government are requested to issue necessary instructions regarding all their attached subordinate offices/ undertakings etc. located in the region A.

**Office Memorandum No. 12019/35/2013-O.L.(Complaint) dated 17.7.2014**

**Subject:- Regarding complaints received in the grievance cell of the Department of Official Language.**

In the Department of Official Language, 20% to 25% of the complaints are being received related to the publication of advertisements in English in Hindi newspapers.

2. For the implementation of the provisions relating to the Official Language in the Constitution, the provisions of the Official Language Act 1963 and the Official Language Rules, 1976, the use of Hindi as the Official Language of the Union is required. Letters in the defined area 'A' are to be answered in Hindi only.

3. Therefore, all the Ministries and Departments are advised to advertise in Hindi, in Hindi newspaper and English in English newspaper. When an English advertisement is given in an English newspaper, it must be mentioned at the end of the advertisement that the Hindi version of the notification/advertisement/vacancy circular is available on the website (full link to be given)

**OM No. 12019/03/2016-O.L.(Complaint) Dated the 11.2.2016**

**Subject:- Public Grievances Published in Newspaper Columns- Need to take prompt action**

An effective grievance redressal mechanism is the priority of the government. It is the responsibility of the government to make the administration more responsive and establish an institutional mechanism for prompt and sympathetic attention to public grievances.

2. It is, therefore, reiterated that all the Ministries/Departments should regularly check the complaints column of newspapers to see the matters falling under their jurisdiction and take prompt action to redress the grievances in a time bound manner. The citizen should be immediately informed about the action taken for redressal of the grievance within the time limit of 2 months. Where redressal of the complaint is likely to take longer, an interim reply should be sent to the citizen mentioning the steps taken and an assurance that further action is being taken in the matter.

3. In addition to the above, it is further requested that the names of the Director Public Grievances of the concerned Ministry/Department may also be kept updated on report.gov.in.

**O.M.No. 12019/03/2016-O.L.(Complaint) Misc.-1 Dated the 29.2.2016**

**Subject:- Violation of Official Language Rules**

All the complaints received in the year 2015 have been analysed and, it has come to the fore that the following Official Language rules are being violated.

1. Advertisement in Hindi newspapers in English.
2. Website not bilingual.
3. Answering Hindi letters in English.
4. Non-achievement of targets of Annual Programme set by Department of Official Language.
5. Neglecting Hindi in the work of government offices.
6. Banks / Insurance /Companies not having bilingual form.

It is the duty of the Chief Administrative Officer of every Ministry/Department to ensure that the rules of Official Language are followed, so everyone is requested to take interest and get the work done in Hindi as per rules.

**OM No. 12019/03/2016-O.L.(Complaint) Miscellaneous-1 Dated the 29.2.2016**

**Subject:- Public Grievances Published in Newspaper Columns- Need to take prompt action**

There has been continuous emphasis on strengthening the Public Grievance Redressal Mechanism. In this connection, an office memorandum has been received from the Department of Administrative Reforms and Public Grievances on the above subject, which is being circulated herewith so that cognizance of the complaints published in the newspapers related to your division/section, may be taken and their appropriate redressal ensured according to the intention contained in the Office Memorandum.

Public grievances published in newspapers should be investigated and redressed and the citizen should be informed about the same within the time limit of 2 months and if the grievance is not redressed during the said period, then he should also be made aware of the updated status.

Apart from this, the Centralized Public Grievances Redressal and Monitoring System (CPGRAMS) should be kept up-to-date by resolving the complaints received on the PG Portal so that the Secretary, Administrative Reforms and Public Grievances Department can be informed in the review meetings organized by the above department from time to time.

**OM No. 12019/03/2016-O.L.(complaint)Miscellaneous 18.5.2016**

**Subject:- Regarding advertisement in newspapers**

All the Ministries/Departments/Offices of the Government of India are expected to ensure strict compliance of the orders/ instructions issued by the Department of Official Language from time to time. An analysis of the complaints received in the Grievances Section has revealed that most of the cases are related to the advertisement of English in Hindi newspapers.

According to the circular no. 12019/35/2013-O.L.(Complaint) dated 22.07.2014 issued by the Department of Official Language, advertisements should be given in Hindi newspapers only in Hindi and not in English. But it has come to notice that this requirement is not given enough attention and advertisements in Hindi newspapers are being given in English. In this way the orders of the Official Language are being disregarded.

With a view to sensitize the officers/employees to the Official Language orders, it is necessary that this point should be included in the agenda of the meetings of the Official Language Implementation Committee to be held by the administrative head of the Ministries/Departments/Offices and it should be discussed and Strict compliance instructions should also be given.

Therefore, it is again advised that advertisements in Hindi newspapers should be given in Hindi only and English advertisements should be given in English newspapers. When English advertisements are given in English newspapers, it must be mentioned at the end of the advertisement that the Hindi version of the Notification / Advertisement / Vacancy circular is available on the website. Full link should also be given for this.

All the Ministries/Departments of the Union Government are requested to issue necessary instructions in this regard to all their Attached/ Subordinate Offices/Undertakings etc. at the earliest.

**O.M. No. 11011/06/2016- O.L.(Research) Dated 17.4.2017**

**Subject - On-line demand and distribution of Official Language publicity material.**

In pursuance of the Official Language Policy of the Union, the Department of Official Language creates various types of promotional materials so as to increase the use of Official Language in the offices of the Central Government, and encourage more and more officials to use Official Language Hindi in day to day government work through the inspiration and encouragement. In order to distribute the publicity material smoothly, it has been decided that the concerned Head of the Department will get the publicity material, deemed necessary by his department, in the requisition slip available on the website of the Department of Official Language and send the verified printout of the requisition slip through his authorized representative to the Department of Official Language.

The time and date fixed by the Department of Official Language for receiving the publicity material will be given to them on the e-mail provided by them in the requisition slip. The purpose is to provide speedy dissemination and publicity material as per the requisition slip. URL of indent <http://pracharsamagri.rajbhasha.nic.in>

This issues with the approval of Secretary (Official Language).

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