



सत्यमेव जयते

भारत सरकार
राजभाषा विभाग
(गृह मंत्रालय) द्वारा
संघ के सरकारी प्रयोजनों के लिए
जारी किए गए

हिन्दी के प्रयोग संबंधी
आदेशों का अनुपूरक संकलन
(मई 1986 से दिसम्बर 1988 तक)

GOVERNMENT OF INDIA
DEPARTMENT OF OFFICIAL LANGUAGE

**SUPPLEMENT TO THE 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 May 1986 to Dec. 1988)

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FOREWORD

Hindi is the Official Language of the Union. Govt. had been issuing orders regarding the use of Official Language Hindi after the enforcement of the Constitution since 1952. It was felt after sometime that it would be quite convenient if the orders are made available in the form of a compilation. Accordingly, first such compilation containing orders upto May, 1976, was brought out. In the second and third editions, orders upto March, 1980 and April, 1986 respectively, were included. Many orders have been issued after April, 1986 too. The need has been felt to publish a supplement containing such orders. In this supplement, orders issued from May, 1986 to December, 1988 as well as six important orders left over from the previous compilation (April, 1986) have been included so that Offices of the Central Govt., Undertakings, Corporations and Banks etc., could know about the orders easily and obtain them at one place to enforce them quickly and effectively.

According to the Official Languages Rules, 1976 it is the responsibility of the Head of Office to ensure compliance of the Official Languages Act, rules and orders. It is expected that the present supplement will prove its utility in this respect.

R. K. Sharma
*Secretary, Deptt. of Official Language
and
Hindi Advisor to the Govt. of India.*

NEW DELHI
Dated : 10 Pausha,
1910 Shaka
31 December, 1988

CONTENTS

Sl. No.		PAGE
FOREWORD		
CHAPTER 1		
Position of Official Language in the Constitution, Official Language Policy, Official Languages Act, Official Language Resolution and Official Languages Rules		
<i>Gazette notification regarding inclusion of Andaman and Nicobar Islands from region 'B' to region 'A'.</i>		
173.	O.M. No. 1/14034/10/87-OL (A-1) dt. 9-10-87	1
CHAPTER 2		
Policy orders relating to the use of Hindi		
<i>Making name-plates, notice boards, stationery in Hindi, English bilingual form</i>		
174.	O.M. No. 12011/1/85-OL (B-1) dt. 28-5-86	2
<i>Accordinging Hindi its due place in International Conferences/functions</i>		
175.	O.M. No. 12024/6/87-OL (B-2) dt. 20-4-87	2
<i>Uniformity in designations</i>		
176.	O.M. No. 11034/13/87-R & A dated 14-1-88	2
177.	O.M. No. 12016/10/87-OL (B-1) dated 29-4-88	3
178.	O.M. No. 13017/5/88-OL (C) dated 17-11-88	3
<i>Govt. advertisements in bilingual form</i>		
179.	O.M. No. 1/14034/17/86-OL (A-1) dated 23-1-87	4
<i>General orders in bilingual form</i>		
180.	O.M. No. 1/14034/3/88-OL (A-1) dated 30-5-88	5
<i>Communication between offices of the State Governments & Union Territories and offices of the Central Govt.</i>		
181.	O.M. No. 1/14034/3/87-OL (A-1) dated 2-9-87	6
182.	O.M. No. 1/14034/15/87-OL (A-1) dated 26-2-88	8
183.	O.M. No. 1/14034/10/87-OL (A-1) dated 26-5-88	8
<i>Use of Hindi in disciplinary actions</i>		
184.	O.M. No. 1/14013/15/87-OL (A-1) dated 30-10-87	9
<i>Use of Hindi in notified/specified offices</i>		
185.	O.M. No. 1/14013/9/87-OL (A-1) dated 23-11-87	9
186.	O.M. No. 1/14013/9/87-OL (A-1) dated 5-9-88	10
<i>Ratio of purchase of the Devnagari typewriters for the progressive use of Hindi</i>		
187.	O.M. No. 1/14013/12/87-OL (A-1) dated 27-11-87	11
<i>Rubber stamps in bilingual form</i>		
188.	O.M. No. 1/14034/1/87-OL (A-1) dated 30-12-87	12
<i>Provision made under section 5(2) of the Official Languages Act, 1963</i>		
189.	O.M. No. 1/21012/1/87-OL (A-1) dated 8-2-88	13
190.	O.M. No. 1/21012/1/87-OL (A-1) dated 20-6-88	14

(iii)

S. No.		PAGE
	<i>Notifying Ministries/Departments under rule 10(4) of the Official Languages Rules, 1976</i>	
191.	O.M. No. 12014/1/87-OL (B-2) dated 11-3-88	14
	<i>Agenda/minutes of meetings of the Ministries/Departments/Offices/Undertakings etc. situated in region 'A' only in Hindi</i>	
192.	O.M. No. 1/14034/6/88-OL (A-1) dated 20-6-88	15
	<i>Codes, manuals, forms etc. only in bilingual form</i>	
193.	O.M. No. 1/14034/8/88-OL (A-1) dated 27-7-88	15
194.	O.M. No. 12012/5/88-OL (B-1) dated 20-7-88	16
	<i>Use of Hindi in Training Institutes and making available essential books in Hindi</i>	
195.	O.M. No. 13034/50/87-OL (C) dated 11-11-87	16
196.	O.M. No. 14012/8/88-OI (C) dated 7-9-88	17
	<i>Printing of Money order and other similar forms meant for use by public in regional languages</i>	
197.	O.M. No. 7/9/65-OL dated 25-3-68	17
CHAPTER 3		
Committees relating to Official Language—Hindi Advisory Committees		
	<i>D. A. to non-official members</i>	
198.	O.M. No. II/20034/4/86-OL (A-2) dated 22-1-87	18
	<i>Inclusion of an item regarding translation into Hindi of rules framed under Central Acts in agenda</i>	
199.	O.M.No. II/20034/1/87-OL(A-2) dated 10-9-87	18
	<i>Inclusion of item regarding option of Hindi in departmental examinations in agenda</i>	
200.	O.M. No. II/20034/4/87-OL (A-2) dated 13-1-88	18
	<i>Inclusion of items regarding bilingual electronic teleprinter/telex and use of Hindi in Training Institutions in agenda</i>	
201.	O.M. No. II/20034/2/88-OL (A-2) dated 20-4-88	19
	<i>Furnishing of information regarding use of Hindi in attached/subordinate offices/undertakings of the Ministries/Departments in agenda</i>	
202.	O.M. No. II/20034/3/86-OL (A-2) dated 12-7-88	20
203.	O.M. No. II/20015/68/88-OL (A-2) dated 19-10-88	21
	<i>Compulsory personal attendance of official members in meetings</i>	
204.	O.M. No. II/20034/2/87-OL (A-2) dated 17-11-87	21
	<i>Issue of departmental identity cards to non-official members</i>	
205.	O.M. No. II/20015/21/87-OL (A-2) dated 4-2-88	21
	<i>Revised provision for Constitution</i>	
206.	O.M. No. II/20015/45/87-OL (A-2) dated 15-3-88	22

S. No.	PAGE
<i>Speedy action for filling up vacancies of members of Parliament</i>	
207 O.M. No. II/20015/23/88-OL (A-2) dated 29-6-88	25
<i>Inviting officers of the Hindi Teaching Scheme at the meeting of the Official Language Implementation Committees located outside Delhi.</i>	
208 O.M. No. 12018/3/87-OL (B-2) dated 18-8-87	26
<i>Town Official Language Implementation Committees</i>	
<i>Need of regular participation by member-offices in the meetings.</i>	
209 O.M.No. 12027/4/87-OL (B-2) dated 27-4-87	26
210 O.M. No. 12027/4/87-OL (B-2) dated 22-9-87	28
<i>Authorisation of Dy. Directors in respect of reimbursement of expenditure incurred on meetings</i>	
211 O.M. No. 12024/9/87-OL (B-2) dated 30-6-88	29
<i>Inclusion of items in the agenda for detailed discussions in the meetings.</i>	
212 O.M. No. 12027/39/88-OL(B-2) dated 22-9-88	32
<i>Criterion regarding strength of offices for setting up of Official Language Implementation Committees</i>	
213 O.M. No. 11015/26/73-OL dated 29-1-74	33
<i>Inviting members of Hindi Salahkar Samities in OLIC— Clarification regarding.</i>	
214 O.M. No. II/20034/5/87-OL (A-2) dated 13-1-88	33
CHAPTER 4	
Departmental meetings and periodical reports	
<i>Proforma of quarterly progress report relating to progressive use of Hindi in the Central Govt. offices located in Tamilnadu.</i>	
215 O.M. No. 20033/1/83-OL (B-1) dated 10-2-83	34
<i>Proforma for the information to be furnished for the meetings of Departmental Implementation Committees.</i>	
216 O.M. No. 20003/3/87-OL (B-1) dated 21-9-87	35
<i>New proforma for quarterly progress report regarding progressive use of Hindi in the attached/ subordinate offices/undertakings.</i>	
217 O.M. No. 20003/2/87-OL (B-1) dated 25-4-88	38
218 O.M. No. 20003/2/87-OL(B-1) dated 30-6-88	43
<i>New proforma² of quarterly progress report regarding progressive use of Hindi in Ministries/ Departments.</i>	
219 O.M. No. 20003/2/87-OL (B-1), dated 26-4-88	44
<i>New proforma of quarterly progress report & targets of correspondence in respect of Banks/ Financial Institutions.</i>	
220 O.M. No. 20003/4/87-OL (B-2), dated 4-10-88	49
<i>Holding regular meetings of Official Language Implementation Committees in Ministries/ Departments</i>	
221 O.M. No. 12024/11/87-OL (B-2), dated 21-1-88	53

CHAPTER 5

Implementation progress—Inspection arrangements

Inspection proforma regarding progressive use of Hindi in Ministries/Departments.

- 222 O.M. No. 12020/14/87-OL (B-2), dated April, 88 54

CHAPTER 6

Use of mechanical/electronic equipments

Provision and use of only bilingual electronic typewriters in the Ministries/Departments/attached and subordinate offices etc.

- 223 O.M. No. 12015/20/87-OL (TC), dated 15-6-87 59

Use of only bilingual electronic equipments in Ministries/Departments and its attached and subordinate offices.

- 224 O.M. No. 12015/12/84-OL (TC), dated 31-8-87 59

Training for working on bilingual electronic equipment.

- 225 O.M. No. 12015/33/87-OL (TC), dated 14-9-87 60

Data entry on the National Information Centre network in bilingual form.

- 226 O.M. No. 12015/32/87-OL (TC), dated 7-10-87 60

Working on personal computers in the Central Govt. offices in bilingual form only.

- 227 O.M. No. 12015/12/84-OL (TC), dated 14-1-88 60

Installation of only bilingual electronic Teleprinter/Telex in the Ministries/Departments and their attached/subordinate offices etc.

- 228 O.M. No. 12015/9/88-OL (TC), dated 28-3-88 61

Constitution of a committee for assessment of the demand for bilingual computer systems.

- 229 O.M. No. 12015/36/87-OL (TC), dated 28-1-88 61

- 230 O.M. No. 12015/5/88-OL (TC), dated 10-2-88 61

- 231 Res. No. 12015/27/88-OL (TC), dated 16-12-88 62

CHAPTER 7

Implementation in Govt. Offices/Public Undertakings

Decision of the Kendriya Hindi Samiti regarding strict compliance of Official Languages Act/ Rules and other orders.

- 232 O.M. No. 12020/1/88-OL (B-1) dated 22-2-88 63

CHAPTER 8

Incentive Schemes

Regarding income tax on awards given for writing notes/drafts in Hindi.

- 233 O.M. No. II/12013/1/86-OL (A-2), dated 11-9-86 64

Sl. No.	PAGE
	<i>Incentive Scheme for doing work in Hindi.</i>
234	64
	<i>Scheme of awards for writing original books in Hindi.</i>
235	66
	<i>Incentive schemes for Hindi books on scientific and technical subjects</i>
236	66
	<i>Indira Gandhi Rajbhasha Shield Scheme for Public Sector Undertakings.</i>
237	67
	<i>Encouraging officers to give more and more dictation in Hindi.</i>
238	69
CHAPTER 9	
Arrangements for translation	
	<i>Translation of Manuals, Forms, Codes, Statutory and Non-statutory procedural literature, Honorarium, Training in translation.</i>
	<i>Reassessment of norms relating to the work done by translators/vetters.</i>
239	70
	<i>Arrangement for translation in Central Govt. offices with less than 25 employees.</i>
240	71
	<i>Provision of compulsory training in translation for translators/staff.</i>
241	71
	<i>Use of simple and intelligible Hindi while doing translation from English to Hindi.</i>
242	72
	<i>Arrangement for translation of statutory material concerning Central Govt.</i>
243	72
	<i>Use of technical terms prepared by Central Hindi Dte./Commission for Scientific & Technical Terminology & Rajbhasha wing of the Legislative Department in official work.</i>
244	72
	<i>Option for answering the question papers of the departmental examinations in Hindi—Translation of relevant books.</i>
245	73
	<i>Execution of translation work on honorarium basis in Govt. of India offices where no Hindi staff has been provided.</i>
246	73
	<i>Actions on the recommendations of the Parliamentary Committee on Official Language relating to translation arrangements, translation training, reference and supplementary literature</i>
247	74

CHAPTER 10

Use of Hindi in departmental examinations

Use of Hindi as alternative medium in non-technical subordinate services examinations and recruitment examinations of technical posts—proforma regarding information.

248 O.M. No. 12022/1/85-OL (B-1), dated 13-11-86 83

Optional use of Hindi as alternative medium of examination for recruitment to subordinate services and non-technical posts.

249 O.M. No. 14012/6/87-OL (C), dated 21-5-87 83

250 O.M. No. 14012/6/87-OL (C), dated 16-2-88 84

Option for the use of Hindi in the departmental examinations conducted for promotion to the posts and services of the Central Govt.

251 O.M. No. 14012/11/87-OL (C), dated 21-9-87 86

CHAPTER 11

Creation of posts

Criteria for creation of minimum number of posts—

Hindi Officers/Translators—Duties and work-standard—ratio of Hindi stenographers/translators Creation of posts and filling up of posts.

252 O.M. No. 13035/4/88-OL (C), dated 12-7-88 87

253 O.M. No. 12027/25/88-OL (B-2), dated 29-7-88 90

Duties of the Hindi Officers/Translators.

254 O.M. No. 13035/11/78-OL (C), dated 8-9-87 90

255 O.M. 13017/4/88-OL (C), dated 8-6-88 90

Ratio of stenographers in offices.

256 O.M. No. 14012/7/87-OL (C), dated 20-8-87 91

257 O.M. No. 14012/7/87-OL (C), dated 28-1-88 92

Ratio of typists and availability of typists

258 O.M. No. 14012/14/87-OL (C), dated 1-2-88 92

259 O.M. No. 13035/7/87-OL (C), dated 23-3-88 93

Facilities of telephone etc. to Senior Hindi Officers/Hindi Officers.

260 O.M. No. 19/10/84-OL (S), dated 21-11-84 94

CHAPTER 12

Hindi periodicals & magazines

Recommendations to Ministries/Departments/Undertakings/Banks/Corporations etc. for purchase of books/magazines.

261 O.M. No. 20034/6/85-Patrika, unit dated 20-12-85 95

262 O.M. No. 20034/6/85-Patrika, unit dated 31-3-86 95

Scientific and technical magazines published in Hindi

263 O.M. No. 20034/2/87-Patrika, unit dated 22-6-87 100

264 O.M. No. 20034/6/88-OL —(Patrika unit) dated 19-7-88 103

	PAGE
<i>Making magazines and journals brought out in Hindi by the Govt. more useful and effective.</i>	
265 O.M. No. 11034/11/87-R & A, dated 19-10-87	104
266 O.M. No. 20034/13/88-OL—Patrika, unit dated 15-2-88	104
<i>Purchase of Hindi books for libraries of the Govt. offices.</i>	
267 O.M. No. 20034/6/85-O.L.-Patrika, unit dated 4-5-88	105
268 O.M. No. 20034/6/88-Patrika unit dated, 26-8-88	106
CHAPTER 13	
Arranging Hindi Workshops	
269 O.M. No. 21034/31/87-OL (D) dated 11-1-88	111
CHAPTER 14	
Hindi names of organisations, offices, posts etc.	
<i>Naming of new Govt. offices/organisations/undertakings and schemes in Hindi or other Indian Languages.</i>	
270 O.M. No. 12021/4/83-OL (B-1) dated 1-12-86	112
271 O.M. No. 1/14013/14/87-OL (B-1) dated 5-1-88	113
CHAPTER 15	
Miscellaneous	
<i>Organising Hindi Day/Hindi Week.</i>	
272 O.M. No. I/14034/2/87-OL (A-1), dated 21-4-87	114
273 O.M. No. 1/14034/2/87-OL (A-1), dated 23-9-87	115
<i>Grant of special casual leave to Govt. servants in connection with the activities of the Kendriya Sachivalaya Hindi Parishad.</i>	
274 O.M. No. 20034/13/87-R & A, dated 27-10-88	115
<i>All India Official Language Conference on the occasion of 40th anniversary of India's independence and birth centenary of Pt. Jawaharlal Nehru.</i>	
275 O.M. No. 20034/30/88-R & A, dated 27-10-88	116
<i>Encouraging the presentation of research papers etc. in Hindi in scientific and technical seminars, conferences etc. and their publication in scientific journals.</i>	
276 O.M. No. 20034/5/88-R & A, dated 10-5-88	119
<i>Documentary films showing different aspects of Official Language Hindi.</i>	
277 O.M. No. 20034/10/85-R & A, dated 21-12-88	119

CHAPTER 1

POSITION OF OFFICIAL LANGUAGE IN THE CONSTITUTION, OFFICIAL LANGUAGE POLICY, OFFICIAL LANGUAGES ACT, OFFICIAL LANGUAGE RESOLUTION AND OFFICIAL LANGUAGES RULES

S. No. 173. O. M. No. 1/14034/10/87-O.L. (A-I) dt. 9-10-87.

NOTIFICATION

G.S.R. 790.—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 to amend the Official Languages (Use for the Official purposes of the Union) Rules, 1976, namely :—

1. (1) These rules may be called the Official Languages (Use for the official purposes of the Union) Amendment Rules, 1987.

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

2. In the Official Languages (use for the official purposes of the Union) Rules, 1976 :—

(1) In clause (f) of rule 2, for the words “Union territory of Delhi”, the words “Union territories of Delhi and Andaman and Nicobar Islands” shall be substituted;

(2) in clause (g) of rule 2, for the words “Union territories of Andaman and Nicobar Islands and Chandigarh” the words “Union territory of Chandigarh” shall be substituted;

(3) after sub-rule (4) of rule 3, the following proviso shall be added, namely :—
“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) after clause (d) of rule 4, the following proviso shall be inserted, namely :—
“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.”

(5) after clause (e) of rule 4, the following proviso shall be inserted, namely :—
“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.”;

(6) for clause (i) of sub-rule (1) of rule (12), the following shall be substituted, namely :—
“(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”

(The principal rules were notified vide G.S.R. No. 1052 dated 17th July, 1976.)

CHAPTER 2

POLICY ORDERS RELATING TO THE USE OF HINDI

174 O.M. No. 12011/1/85-OL (B-1) Dt. 28-5-86.

Subject :—Use of both Hindi and English in all Central Government Offices for name plates, notice boards, stationery—Reg.

The undersigned is directed to say on the subject mentioned above that a matter was raised in the 25th meeting of the Hindi Salahkar Samiti of the Ministry of Home Affairs that the name plates, notice boards and stationery are not being prepared bilingually in all offices of the Central Government which amounts to violation of the Official Languages rules. In accordance with the provisions contained in rule 11(3) of the Official Languages Rules, 1976, all name plates, notice boards, stationery etc., should be both in Hindi and in English.

2. The Ministry of Finance, etc., are requested to issue instructions, as per decision taken by the Hindi Salahkar Samiti of the Ministry of Home Affairs to all of their concerned offices, attached and subordinate offices and the companies and corporations controlled and owned by them asking them to prepare bilingually (Hindi and English), the name plates, notice boards, rubber stamps, stationery, etc., of their office in accordance with the provisions contained in the Official Languages rules.

175. O.M. No. 12024/6/87-OL (B-2) dt. 20-4-87

Subject :—According Hindi its due place in National and International Conferences/Functions.

From time to time important National and International Conferences/functions are organised by various Ministries/Departments of Govt. of India. It is imperative that Hindi, the Official Language of the Country is accorded due importance in such conferences/functions. In this context instructions have already been issued vide Department of Official Language O.M. No. 1/14034/7/79-OL (A-1), dated 27-7-79.

2. All Ministries/Departments are again requested to ensure that in all the National and International conferences/functions organised by them, banners, badges, table name plates, literature to be issued, circulars and agenda & minutes etc. are displayed in bilingual form. It is also requested that interpreters be provided with a view to facilitate the participants of such conferences/functions to speak both in Hindi and English languages.

Copy of Deptt. of Official Language (Ministry of Home Affairs) O.M. No. 1/14013/7/79-OL (A-1) dated 27-7-79

Subject :—According Hindi its due place in International Conferences/Functions.

From time to time, important international conferences/functions are organised by various Ministries/Departments of the Government of India. It is imperative that the Official Language of the country is accorded due importance on such occasions and consideration is given, from the very beginning, to the use of Hindi in the literature published, circulars, banners, badges etc., issued and speeches made in this connection.

2. The Ministry of Finance, etc. are requested that whenever Organising Committees are constituted for convening/organising such conferences etc., a representative of the Department of Official Language may also be associated with such Committees so that their cooperation could be forthcoming in implementing the above observations.

176 O.M. No. 11034/13/87 R & A unit dated 14-1-88

Subject :—Use of languages in Notice-boards, Name plates etc. displayed for information of the public by Central Govt. Offices located in non-Hindi speaking areas.

Attention of Ministries/Depts. is invited to the Deptt. of Official Language O.M. No. 1/14013/5/76 O.L. (A-1) dated 18th June, 1977 on the subject cited above according to which languages are to be used in order of regional language, followed by Hindi and thereafter English on the Notice-boards etc. displayed by Establishments and Offices of the Central Government located in Non-Hindi speaking areas.

It was directed in the Presidential order issued vide notification No. 2/8/60-O.L. dated the 27th April, 1960 that maximum possible identity should be aimed at, in evolving terminology for all Indian languages. In accordance with the said directive, mention in this context has been made in the publications brought out by the Commission for Scientific and Technical Terminology, West Block 7, R. K. Puram, New Delhi of the Deptt. of Education, Ministry of Human Resource Development that basic Pan Indian Terminology suited to all languages for the whole country has been evolved. Designations etc. have been included in the consolidated glossary of administrative terms published by the said commission, which come under the category of proper nouns. It has, therefore, been decided that the designations and the names of offices given in the consolidated glossary of Administrative terms brought out by the said commission should be adopted for Notice-boards etc. in all the Indian languages including Hindi. But, where the concerned State Govt. has adopted some name in regional language for name and designation of any office, the same name/designation should be used while writing name or designation in the regional language. In case, some different name/designation in regional language is already used in any office, it is not necessary to change the same now. But, if the concerned Deptt./Undertaking, Bank etc. desire, then they can change the same in accordance with above said orders.

All Ministries/Deptts. are requested to bring this decision to the notice of their attached and subordinate offices and Corporations, Banks etc. owned or Controlled by them for necessary action. The orders issued in this respect may please be sent to this Deptt. for information.

177 O.M. No. 12016/10/87-OL (B-I) dated 29-4-88.

Subject :—Display of bilingual banners & name-plates etc. at conference & press conference organised at national as well as international level.

Ref. :— Ministry of Home Affairs O.M. No. 6/52/69-OL., dated 29th December, 1969.

The undersigned is directed to say that at Regional Official Language Conference held on 2nd February 1988 at Jammu some of the representatives stated that at conference & press conferences, organised at national as well as international levels which were telecast on Doordarshan, banners and name plates etc. were displayed only in English. The representatives were of the opinion that this adversely affected the progressive use of Official Language. Clarifying the position at the conference, the Secretary, Department of Official Language assured that attention of all the Ministries/Departments would again be drawn to the instructions issued by the Ministry of Home Affairs in this regard and they would be requested that in future, banners and name plates to be put up at national as well as international conferences and press-conferences should invariably be in bilingual form. He further assured that Director General, Doordarshan would also be requested that while telecasting conferences etc. on Doordarshan it should particularly be kept in mind that the cameramen should not display banners & name-plates/boards etc. in English only.

2. Ministry of Finance etc. are requested to instruct all their concerned officers to take action according to the above-mentioned assurance given by the Secretary, Deptt. of Official Language so that the instructions issued by the Government in 1969 are not violated in future. Ministry of Information and Broadcasting may also instruct the Doordarshan in particular, in this regard.

178 O.M. No. 13017/5/88-OL (C) dated 17-11-88

Subject :—Bilingualism in boards etc. put up at public places.

The Official Language Policy of the Central Government is applicable to the Ministries, Departments, attached and subordinate Offices, undertakings, banks and other financial institutions of the Central Government. The Office of a Commission, Committee or a Tribunal appointed by the Central Government is also covered under the definition of a Central Government office. It is obligatory for all such offices to use both Hindi and English Languages in name plates, boards and all other items of work.

2. It has been brought to the notice of this Department that the words written in Devnagari on boards put up outside the offices housed in several Central Government buildings or the name plates put up outside the rooms are spelt wrongly. No effort is made even to get such mistakes corrected. These mistakes in Hindi words leave a very bad impression on those who have smattering knowledge of Hindi. This lowers down the prestige of Hindi as 'Rajbhasha'. It is, therefore, requested that all officers and employees of Central Govern-

ment in general and Hindi Officers, Senior Hindi Officers and translators etc. in particular should see to it that whenever they find any mistake in the words written in Devnagari on the boards or name plates put up outside their offices or rooms, earnest efforts are made to get them corrected immediately.

3. This Department may also please be informed of the action taken in this regard.

179 O.M. No. I/14934/17/86-O.L. (A-1) dated 23-1-87.

SUBJECT :—Issue of Government advertisements bilingually.

It has been brought to the notice of the Department of Official Language that several Ministries/Departments/Offices etc. of the Central Government do not prepare Government advertisements bilingually. It has also been observed that advertisements are being published in English in Hindi Newspapers. Instructions for issuance of Government advertisements bilingually are contained in the Ministry of Home Affairs Office Memorandum No. 2/20/69-OL dated 6-4-1971.

2. It is essential to issue Government advertisements in Hindi and English under the bilingual policy of the Central Government. The Ministries/Departments/Offices of the Central Government should, therefore, prepare material for advertisements in Hindi and English both. Thereafter it should be sent to the Directorate of Advertising and Visual Publicity. It will thus facilitate issue of material for advertisements in both the languages by the Directorate of Advertising and Visual Publicity and will also avoid delay in publishing.

3. Keeping in view of the bilingual policy of the Central Government, Companies, Corporations, Undertakings etc. owned or controlled by the Central Government should prepare and issue advertisements in both the languages i.e., Hindi and English.

4. The above instructions will not apply to the offices/undertakings etc. of the Central Government located in Tamilnadu State.

5. Various Ministries/Departments of the Central Government are requested to ensure compliance of the above instructions of preparing and issuing Government advertisements bilingually and these instructions may be brought to the notice of the attached and subordinate offices and corporations, companies, undertakings, nationalised banks etc. owned by or under the control of the Central Government. A copy of the instructions issued in this regard may also be endorsed to this department for information.

O. M. No. 2/20/69-OL dt. 6-4-71

SUBJECT :—Issue of Govt. advertisements bilingually.

The undersigned is directed to say that under the bilingual policy of government all general orders etc. are required to be issued both in Hindi and English. Accordingly the Ministry of Home Affairs have been advising the Directorate of Advertising and Visual Publicity through which all government advertisements are issued to press that advertisements meant for all India coverage and for Hindi speaking areas should be issued simultaneously in Hindi and English. The Directorate have started implementing this suggestion and more and more advertisements are being issued by them bilingually.

2. The progress of the aforesaid work was reviewed in an inter-departmental meeting held recently under the Chairmanship of the Hindi Adviser to the Govt. of India. The following decisions were taken in the meeting :

- (i) The draft advertisement material should be sent by the Ministries, Departments, Offices and Companies as well as Corporations owned or controlled by the Central Govt. bilingually. The draft material in Hindi and English both will be edited by the Directorate and released to press.
- (ii) The material for advertisements should be sent in advance to the Directorate to give them adequate time. The material for outside publicity should be given three to four weeks in advance and that meant for local press should be given two to three weeks in advance.

3. It was pointed out that public undertakings were releasing their advertisements generally in English only. In view of the bilingual policy of Govt. the advertisements issued by companies and corporations owned or controlled by the Central Govt. should be advised to issue their advertisements bilingually i.e. in Hindi and English both simultaneously.

4. The Ministry of Finance etc. are requested to issue necessary instructions to all concerned including the companies and corporations under them under intimation to the Ministry of Home Affairs.

180 O.M. No. I/14034/3/88-OL (A-1), dated 30-5-88.

Subject :—Issue of general orders bilingually.

I am directed to refer to Ministry of Home Affairs O.M. No. E-11015/26/72-OL, dated 26th May, 1972 wherein it was suggested that general orders should be issued in Hindi and English simultaneously.

2. The aforesaid O.M. refers to Ministry of Home Affairs O.M. No. 5/57/71-OL, dated 31-12-1971 with regard to the definition of "general order". The definition of "general order" has since been amended *vide* Department of Official Language O.M. No. 1/14013/2/78-OL (A-1), dated 19-5-78.

3. It was reemphasised at the Seminar of Secretaries etc. of the Central Government held on 7th January, 1988 that general orders should be issued in Hindi and English simultaneously.

4. If for any unavoidable reason it becomes necessary to issue any general order in English only, permission may be taken from an officer of the rank of a Joint Secretary nominated for this purpose and Hindi version may be issued within three days thereafter.

5. Ministries/Depts. of the Central Government are requested to bring the said instructions to the notice of all the officers concerned for compliance and send the copy of the directions issued in this regard to this Department for information.

Copy of Ministry of Home Affairs O.M. No. E-11015/26/72-OL, dated 26th May, 1972.

Subject :—Issue of general orders bilingually.

The undersigned is directed to say that in accordance with the provisions of Section 3(3)(i) of the Official Languages Act, 1963, as amended, both Hindi and the English languages shall be used for resolutions, general orders etc. The revised definition of the term 'General Orders' has also been circulated *vide* Ministry of Home Affairs O.M. 5/57/71-OL, dated 31st December, 1971.

It has, however, been observed that some of the Ministries/Departments do not always issue their general orders bilingually. Since issuance of general orders bilingually is the requirement of law, it is necessary that all the Ministries/Departments etc. should ensure that such orders are issued in English and Hindi simultaneously. With a view to avoiding lapse in this regard, it is suggested that some check points should be set up. As for instance, it should be the responsibility of the Section Officer incharge of R & I to ensure that general orders are invariably issued bilingually. Whenever drafts of such orders are received by him in either English or Hindi only, he should return these drafts to the concerned authorities for providing a translation in the other language also. However, where such orders are of urgent nature, exemption from issuing them in English and Hindi simultaneously should be obtained from the Deputy Secretary incharge of R & I and thereafter steps should be taken for issuing the English or the Hindi version as the case may be, as early as possible. A note to that effect should be added in the end of the General Order. The Hindi Officers or the officers incharge of the implementation of the orders relating to the use of Hindi for Official purposes should also keep a watch and in case any instance comes to their notice where their own Ministry/Department or any other Deptt. have issued the general orders in either English or Hindi only, they should take up the matter with the concerned authorities and if necessary, draw the attention of the Ministry of Home Affairs also in this regard.

Department of Official Language O.M. No. 1/14013/2/78-OL (A-1) dated 19-5-78.

Subject :—General Orders—Definition of—

The undersigned is directed to refer to this Department O.M. No. 5/57/71-OL dated 31st December, 1971 wherein the term 'General Orders' was defined. Paras (ii) & (iii) of this definition inter-alia include the orders relating or intended for a group/groups of members of the public. Instances of certain difficulties caused due to this definition have come to the notice of the Government particularly in those areas where the regional language is different from the Official Language. In order to avoid difficulty to the public in these areas, it has been decided that the circulars, etc. meant for the public may not be included in the definition of 'General Orders' so that regional language could also be used for these particulars etc. wherever required. In this context it has now been decided that the Office Memorandum dated 31st December, 1971, referred to above may be treated as cancelled.

The revised definition of the 'General Orders' will be as follows :—

- (i) All orders, decisions or instructions intended for departmental use and which are of standing nature;
- (ii) All orders, instructions, letters, memoranda, notices etc. relating to or intended for a group or groups of Government employees;
- (iii) All circulars whether intended for departmental use or for Government employees.

2. All the Ministries/Departments etc. are requested to bring the revised definition of the term 'General Orders' to the notice of all their concerned officers, their attached and subordinate offices and the companies and Corporations owned or controlled by them.

181 O.M. No. I/14034/3/87-OL (A-1) dated 2-9-87.

Subject :—Correspondence by the Offices of the Gujarat Government with those of the Central Government.

It has been brought to the notice of Department of Official Language that some of the offices of the Gujarat Government use Gujarati in their correspondence with the Central Government Offices. As a result, the Central Government Offices are finding it hard to maintain liaison with the offices of the Gujarat Government because the Central Government offices have neither Gujarati-knowing persons in adequate number nor do they have proper arrangements of translation from Gujarati into Hindi or English.

2. The Department of Official Language wrote to the Government of Gujarat State on this subject and invited their attention to the provisions of Article 346 of the Constitution. Under these provisions, correspondence between a State and Central Government may be done either in Hindi or English. The Department of Official Language requested the Government of Gujarat that it would be appropriate if correspondence between the Gujarat Government offices and Central Government offices is done in Hindi.

3. A copy of the letter No. 1087-78-823-A dated 14-7-87, with enclosures, from General Administration Department of the Government of Gujarat is enclosed. In these letters the Government of Gujarat has issued instructions that correspondence by all the offices of that State with the Offices of the Central Government and Hindi-speaking States should be done in Hindi.

4. Under the Official Languages Rules, 1976 framed under the Official Language Act, 1963 the State of Gujarat has been included in Region 'B'. Under Rule 3(2) of the Official Languages Rules, 1976 communication from a Central Government office to a State in Region 'B' or to any office (not being a Central Government Office) in such State 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. Under these provisions it is necessary to correspond with the State of Gujarat in Hindi.

5. Various Ministries/Departments etc. of the Central Government are requested that they may kindly make available copies of the letters sent by the Government of Gujarat mentioned in para 3 above to their attached and subordinate offices and companies, undertakings, nationalised banks etc. owned or controlled by the Central Government, which are located in the State of Gujarat, and to issue instructions to them to correspond with the offices of the State of Gujarat in Hindi. A copy of the instructions issued in this regard may kindly be endorsed to this Department for information.

For enclosure see p. 6 (Hindi)

182 O.M. No. I/14034/15/87-OL (A-1) dated 26-2-88

Subject :—Correspondence in Hindi with the Offices, undertakings etc. under the control of the State Governments located in Region 'A'.

A copy (English version) of D.O. letter of even number dated the 12th January, 1988 from the Secretary Department of Official Language addressed to the Chief Secretary of the State Governments located in Region 'A' is at Annexure-I. It has been requested in the said letter that the State Governments and the Offices and Undertakings etc. under their control in Region 'A' should correspond with the offices of the Central Government and its Undertakings located in Regions 'A' and 'B' in Hindi.

2. Under the provisions of rule 3 of the Official Languages Rules 1976, it is required that all the Ministries/Departments/Offices/Undertakings/Companies etc. of the Central Government located in Regions 'A' and 'B' should correspond with the States or Union Territories or the offices under their control located in Region 'A' in Hindi.

3. The aforesaid provisions made under the Official Languages Rules, 1976 can be complied with properly only if original correspondence with the State Governments and the administrations of the Union territories in Region 'A' is done in Hindi and even if a letter is received in English from them it may also be replied to in Hindi.

4. All the Ministries/Departments of the Central Government are requested to bring these instruction to the notice of their attached and subordinate offices and companies, Undertakings, nationalised Banks etc. owned or controlled by the Central Government and to issue necessary instructions to ensure their compliance.

5. A copy of instructions issued in this connection may please be endorsed to this Department also
D.O. No. I/14034/15/87-OL (A-1) dated 12-1-88.

Under Rule 2 of the Official Languages Rules, 1976 framed under the Official Languages Act, 1963 the States of Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan and Uttar Pradesh and the Union territories of Delhi and Andaman and Nicobar Islands have been included in Region 'A'. The States of Gujarat, Maharashtra and Punjab and the Union territory of Chandigarh have been included in Region 'B'.

2. Under rule 3 of the Official Languages Rules, 1976, it is obligatory for all the Ministries/Departments and offices under the Central Government and the offices of any corporation or company owned or controlled by the Central Government located in Regions 'A' and 'B' to correspond in Hindi with State Government and the administrations of the Union territories located in region 'A'. Some offices have expressed the difficulty in this regard that on a number of occasions they receive communications in English from the State Government in region 'A'. Although all the offices of the Central Govt. are being instructed that if any communication from the State Governments and administrations of Union territories located in Region 'A' is received in English, it should also be replied to in Hindi, but if the State Governments in Region 'A' send their communications in Hindi it would facilitate compliance of the aforesaid rule.

3. You are, therefore requested to issue necessary instructions to all the offices, undertakings etc. under the State Government that they should correspond only in Hindi with all the offices and the undertakings of the Central Government located in Regions 'A' and 'B'. I shall be grateful if a copy of the instructions issue in this regard it sent to the Department of Official Language, Ministry of Home Affairs for information.

183 O.M. No. I/14034/10/87-OL (A-I) dated 26-5-88.

Subject :—Correspondence with the Union Territory of Andaman and Nicobar Islands.

Under the Official Language Rules, 1976 the Union Territory of Andaman & Nicobar was included in Region 'A' by transferring it from Region 'B' vide Ministry of Home Affairs, Department of Official Language Notification No. 790 dated 9th October, 1987.

2. It has been brought to the notice of the Department of Official Language that consequent upon the inclusion of the Union Territory of Andaman & Nicobar in Region 'A' the Non-Hindi speaking people of that region may have difficulty in making correspondence with the Central Government offices located therein. In view of this, it has been decided that the letters received in English from the public should be replied to in English by the Central Government Offices located in the Union Territory of Andaman & Nicobar Islands

3. All the Ministries/Departments of the Central Government are requested to bring these instructions to the notice of their attached and subordinate offices and companies/undertakings/nationalised Banks owned or controlled by the Central Government and to issue necessary instructions to ensure their compliance.

4. A copy of the instructions issued in this regard may also be endorsed to this Department for information.

184. O.M. No. I/14013/15/87-OL (A-1) dated 30-10-87.

Subject :—Use of Hindi in disciplinary proceedings in respect of officers/employees in Region 'A'.

It was stipulated in Office Memorandum No. I/14013/7/75-OL (A-1) dated 1-6-76 of the Department of Official Language that if a Class III employee of the Central Government working in an office located in a Hindi-speaking area so desires, there should, in principle, be no objection to conduct such proceedings in Hindi.

2. In the meeting of the Central Official Language Implementation Committee held on 11 September 1987 under the Chairmanship of the Secretary, Department of Official Language it was suggested that disciplinary proceedings in respect of all officers/employees in 'Region A' should be done in Hindi. After issue of Office Memorandum dated 1-6-76, the number of employees having working knowledge of Hindi has considerably increased in 'Region A'. After considering the unanimous recommendation of the Committee, it has been decided that disciplinary proceedings in respect of all officers/employees in 'Region A' should in future be conducted in Hindi. As an exception, if the enquiry officer does not have working knowledge of Hindi or concerned officer/employee so desires, the disciplinary proceedings may be conducted in English.

3. All the Ministries/Departments of the Central Government are requested to please 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.

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

O.M. No. I/14013/7/75-OL (A-1) dt. 1-6-76.

Subject :—Use of Hindi in disciplinary proceedings in respect of Class III employees.

So far, the disciplinary proceedings in respect of Class III employees are conducted in the English language. It has now been decided that if a Class III employees of the Central Government, working in an office located in a Hindi speaking area so desires, there should in principle, be no objection to conduct such proceedings in Hindi. It may, however, not always be possible to do so due to non-availability of translation facilities, lack of working knowledge of Hindi in cases of the disciplinary authority and the Enquiry officer or any other administrative reasons. Under such circumstances, the request of the employee may not be entertained.

The same procedure may be adopted with the permission of the Head of the office in respect of Class III employees serving in Central Government offices located in Maharashtra, Punjab and Gujarat States and the Union territories of Chandigarh and Andman and Nicobar Islands.

185. O.M. No. I/14013/9/87-OL (A-1) dated 23-11-87.

Subject :—Specifying notified offices for use of Hindi alone under Rule 8(4) of the Official Languages Rules, 1976.

Rule 10(2) of the Official Languages Rules, 1976 framed under the Official Languages Act, 1963 provides that if 80% of the staff working in a Central Government office have acquired a working knowledge of Hindi; then the staff working in that office shall be deemed to have acquired a working knowledge of Hindi. Rule 10

(4) of the Official Languages Rules, 1976 provides that the names of the Central Government offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette. Under rule 8(4) 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. The term 'proficiency in Hindi' has been defined in Rule 9.

2. Certain suggestions were made in the matter in the meeting of the Central Official Language Implementation Committee held on 11th September, 1987. After considering these suggestions, I have been directed to convey the orders of the Central Government under rule 8(4) of the Official Languages Rules, 1976 that in all offices of the Central Government situated in Region 'A' and Region 'B' as defined in rule 2(f) & (g) of these rules, which have been notified under rule 10(4), all employees who possess proficiency in Hindi shall with effect from 1-4-1988 submit drafts of the following categories of communications only in Hindi :—

- (i) All communications to State Governments or U.T. Administrations in Region 'A' and Region 'B' and all offices, Undertakings, etc. of Central Government situated in these Regions or any person in these Regions.
- (ii) Replies to all communications received in Hindi.
- (iii) Reply to any application, appeal or representation from any Employee written or signed in Hindi.

3. In accordance with the definition of "Central Government Office" as given in rule 2(b) of Official Languages Rules, 1976, these orders shall apply to Offices of all Ministries/Departments and their attached and subordinate offices and all corporations, companies, nationalised banks, etc., owned or controlled by the Central Government.

4. Ministries/Departments, Offices of the Central Government and undertakings, banks, etc. owned or controlled by the Central Government may issue orders under rule 8(4) for use of Hindi only, for any purpose other than the purposes mentioned in para 2, by employees possessing proficiency in Hindi, if they so desire keeping in view the nature of work and circumstances of their Department/Office, etc.

5. All Ministries/Departments and their attached and subordinate offices, undertakings, nationalised banks etc., are requested to organise workshops for training of their employees who possess proficiency in Hindi and those who supervise the work of such employees before 1-4-1988 so that such employees may be necessary practice to submit the drafts in Hindi and to approve such drafts.

6. All the Ministries/Departments of the Central Government are requested to bring these instructions to the notice of their attached and subordinate offices and companies, undertakings, nationalised banks, etc. owned or controlled by the Central Government and issue necessary instructions to ensure their compliance.

7. A copy of instructions issued in this connection may please be endorsed to this Department also.

186. O. M. No. I/14013/9/87-OL(A-1) dt. 5-9-88

Subject:— Writing of notes in Hindi on the files of the offices specified under Rule 8(4) of the Official Languages Rules, 1976.

Instructions were issued vide Department of Official Language Office Memorandum No. I/14013/9/87-OL (A-1) dated 23-11-1987, that in all the offices of the Central Government situated in region 'A' and 'B', which have been notified under rule 10(4) of the Official Languages Rules, 1976, all the employees proficient in Hindi will with effect from 1-4-88, put up drafts of the following letters etc. in Hindi :

- (1) All communications to State Governments or Union Territory Administrations in Region 'A' and Region 'B' and all offices, Undertakings etc. of the Central Government situated in these Regions or any person in these Regions.

(2) Replies to all communications received in Hindi.

(3) Reply to any application, appeal or representation from any employee written or signed in Hindi.

2. In the meeting of the Central Official Language Implementation Committee held on 20th May, 1988, it was suggested that it should also be included in the above mentioned Office Memorandum that as far as possible noting on the concerned files should also be done in Hindi. There was a general consensus of opinion on this suggestion in the meeting of the Central Official Language Implementation Committee. The recommendation was considered in the Department of Official Language and it has been accepted.

3. All Ministries/Departments of the Central Government are requested to issue instructions to offices of all the Ministries/Departments/Attached and Subordinate Offices, Undertakings, Banks etc. situated in Region 'A' and Region 'B' which have been notified under rule 10(4) of the Official Languages Rules, 1986 to the effect that in compliance with para 2 of the Department of Official Language Office Memorandum No. I/14013/9/85-OL (A-1) dated 23-11-87, the employees proficient in Hindi should as far as possible also do noting in Hindi on the files for which orders have been given to put up drafts to the communications only in Hindi. They should bring these instructions to the notice of their attached and subordinate offices and the companies/undertakings nationalised banks etc. owned or controlled by the Central Government.

4. A copy of the instructions issued in this regard may also please be sent to this Department for information.

187. O.M. No. I/14013/12/87-OL (A-1) dated 27-11-87.

Subject :—Fixation of proportion for the purchase of Devnagari Typewriters for the progressive use of Official Language Hindi.

The following targets were laid down for the purchase of Devnagari Typewriters in the offices of the Central Government vide Ministry of Home Affairs, Department of Official Language Office Memorandum No. I/13011/1-75-OL (A-1) dated the 22nd November, 1976 :—

- (a) Those offices which do not have any Hindi Typewriter should purchase at least one Hindi Type writer.
- (b) The Central Government Offices located in region 'A' which already have one Devnagari Typewriter should purchase Devnagari typewriters to the extent of at least 50 percent of the total number of typewriters to be purchased by them during the year.
- (c) The Central Government Offices located in region 'B' which already have one Hindi Typewriter should purchase Hindi typewriters to the extent of at least 25 percent of the total number of typewriters to be purchased by them during the year.
- (d) The offices located in region 'C' which have at least one Hindi Typewriter should purchase Hindi Typewriters to the extent of at least 10 percent of the total number of typewriters to be purchased by them during the year.

2. The above mentioned targets for purchasing Hindi Typewriters are being continuously repeated every year since 1976-77 in the Annual Programme.

3. It is observed from the available figures relating to Hindi Typewriters that several Ministries/Departments still have very less number of Devnagari typewriters. The figures relating to the Attached and Subordinate offices, are not available in the Department of Official Language. It has however, generally been noticed at the time of the inspection of these offices that the number of Devnagari typewriters available in these offices is much below the fixed proportion. It creates difficulties in the efforts for doing official work in Hindi in the prescribed proportion as per the policy of the Government.

4. This subject was discussed in the meeting of Central Official Language Implementaion Committee held on 11-9-1987 and some recommendations have been made in this regard. After considering the recommendations of the above mentioned Committee and in partial modification of the instructions, contained in para 1 above in respect of purchasing of Devnagari typewriters, the following decisions have been taken :—

- (a) Of the total number of typewriters available in the headquarters of the Ministries/Departments located in region 'A', at least 25% should be Devnagari typewriters.
- (b) This proportion should be 50% in the offices, other than Headquarters of the Ministries/Departments located in region 'A'.

(c) Of the total number of typewriters available with the Ministries/Departments and other offices located in region 'B' at least 25 percent should be Devnagari typewriters.

(d) Of the total number of typewriters available with the Ministries, Departments and other offices, located in region 'C', at least 10 percent should be Devnagari typewriters.

5. It has further been decided that till such time as the number of Devnagari typewriters in any Ministry Department/Office does not reach the above mentioned proportion, the concerned Ministry/Department/Office should continue to purchase only Devnagari typewriters. No typewriter of Roman Script should be purchased Even in replacement to any condemned Roman script typewriter, Devnagari typewriter should be purchased.

6. In case a need to procure Devnagari typewriters in excess of the proportion laid down above is felt by any office, there would be no objection in purchasing the Devnagari typewriters in excess of that limit.

7. It would be the responsibility of the officer placing order for the purchase of typewriters to ensure that till the Devnagari typewriters do not become available in the above specified proportion, only Devnagari typewriters should be purchased.

8. These instructions will also be applicable to the public sector undertakings/banks etc. owned or controlled by the Central Government.

9. All the Ministries/Departments of the Central Government are requested to please 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 for necessary compliance.

10. This Department may also be informed of the action taken in this regard.

188. O.M. No. I/14034/1/87-OL (A-1) dated 30-12-87.

Subject :—Preparing of rubber stamps in bilingual form in Hindi and English.

Instructions were issued for preparing rubber stamps in bilingual form in Hindi and English for the use of various Ministries/Depts./Offices/Undertakings etc. of the Central Government vide the Department of Official Language Office Memorandum No. I/14013/18/84-OL (A-1) dated 14th January, 1985.

2. The Committee of Parliament on Official Language have suggested that in preparing rubber stamp in bilingual form in Hindi and English, uniformity should be maintained. In preparing these rubber stamps procedure of writing one line in Hindi and then one line in English should be adopted or, wherever possible matter may be written in Hindi and English in the same line. For example, stamps should be prepared in on of the following ways :—

उप सचिव/Deputy Secretary

or उप सचिव/Deputy Secretary

राजभाषा विभाग/Department of Official Language

राजभाषा विभाग/Department of Official Language

गृह मंत्रालय/Ministry of Home Affairs

गृह मंत्रालय/Ministry of Home Affairs

भारत सरकार/Government of India

भारत सरकार/Government of India

3. The above suggestion of the Committee of Parliament on Official Language was considered in the meeting of Central Implementation Committee held on 11th September, 1987. In that meeting this suggestion was agreed to. It was also suggested in the meeting that when it is not possible to affix bilingual stamps on cheques then rubber stamps in regions 'A' and 'B' may be affixed in Hindi only. It was also suggested in that meeting that some rubber stamps which are used in offices in place of noting etc., should not in fact be treated as rubber stamps and these may be prepared in only one language Hindi or English taking them as notes.

4. The suggestion made by Parliamentary Committee on Official Language and the suggestion made in the Central Implementation Committee held on 11th September, 1987 on above points have been considered in the Department of Official Language and the following decisions have been taken :—

- (i) Rubber stamps regarding designation, name of office, address etc. which are prepared according to the present instructions in bilingual form, may be prepared in accordance with the suggestion of the Committee of Parliament on Official Language so that there should be one line in Hindi and then one line in English or matter may be written in Hindi and English in the same line as indicated in the example given in para 2 above. These instructions will be applicable to the rubber stamps to be prepared in future.
- (ii) Where sufficient space is not available for affixing bilingual stamps on bank cheques, rubber stamp in Hindi only may be affixed in the cheques in offices etc. of the regions 'A' and 'B'; and only in Hindi or English in offices of region 'C'.
- (iii) Those rubber stamps which are prepared in place of notes etc. may be prepared either bilingually or in Hindi only in offices etc. of regions 'A' and 'B' and in Hindi or English only in offices of region 'C'.
- (iv) In preparing bilingual rubber stamps, the letters of Hindi and English should be of the same size.

5. All the Ministries/Departments of the Central Government are requested to bring these instructions to the notice of their attached and subordinate offices and companies, undertakings, nationalised banks etc. owned or controlled by the Central Government and to issue necessary instructions to ensure their compliance.

6. A copy of instructions, issued in this connection may please be endorsed to this Department also.

189. O. M.No. 1/21012/1/87-OL (A-1) dt. 8-2-88.

SUBJECT :—Provision made under section 5(2) of the Official Languages Act, 1963.

Section 5(2) of the Official Languages Act, 1963 provides that 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.

2. The Official Languages (Manner of authorisation of Hindi Translation of Bills) Rules, 1976 were enacted under section 5(2) of the Official Languages Act, 1963. The manner of authorisation of Hindi translation of Bills to be introduced in Parliament and amendments thereto was prescribed in these rules according to which a translation in Hindi of 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 authorised in the following manner namely :

- (a) in the case of a Government Bill or any amendment to a Bill moved by Government, by the concerned Minister, by affixing his signature on a copy of such translation ;
- (b) in the case of a Private Member's Bill or any amendment moved by a Private Member, by an Officer duly authorised by the Secretariat of the Rajya Sabha or the Lok Sabha as the case may be, by affixing his signature on a copy of such translation.

O. M. Sl. No. 190 dated 20-6-88 may also please be referred.

3. Various Ministries/Departments of the Government of India are aware that the work of Hindi translation of Bills and amendments thereto is done by the Official Languages wing of the Legislative Department of the Ministry of Law and Justice. It is, therefore, requested that for Hindi translation of Bills and amendments thereto to be introduced in Parliament, that Ministry should be contacted and after having obtained the printed copies of the Hindi translation of Bills and amendments thereto from that Ministry or the Secretariat of concerned House which may have got the copies printed, action may be taken for the authorisation of the same with the signature of the concerned Minister.

4. The Ministries/Departments of the Central Government are also requested to bring the aforesaid directions to the notice of concerned officers and endorse a copy of the instructions issued in this regard to this department for information.

190. O. M. No. 1/21012/1/87-OL (A-1) dt. 20-6-88.

SUBJECT :—Provision made under Section 5(2) of the Official Languages Act, 1963.

The undersigned is directed to refer to this Department's Office Memorandum of even number dated 8th February, 1988 on the subject noted above and to request that the following paragraphs may be read for paragraphs 3 and 4 of the above Office Memorandum :—

3. Various Ministries/Departments of the Government of India are aware that it is the responsibility of the Ministry of Law (Legislative Department) of the Government of India to prepare the English text of a Government Bill and of any amendment proposed by the Government to any Bill and to render Hindi translation thereof. As soon as the English text thereof gets ready in the English Wing of the Legislative Department, it is sent to the Official Language Wing of the Legislative Department for Hindi Translation. After this, proof copies of both Hindi and English texts after being certified by the appropriate officer, are sent by the Legislative Branch to the concerned House. It is the responsibility of the concerned House to get them printed. Thus, after having obtained from the Secretariat of the House concerned, the printed copies in English and Hindi of Government Bills and any amendment proposed by Government to any Bill, to be introduced in Parliament, action is taken for the authorisation of the same with the signature of the concerned Minister. This is in practice since 1976.
4. The Ministries/Departments of the Central Government are requested to bring the aforesaid procedure to the notice of the officers concerned.

O. M. No. 1/21012/1/87-OL (A-1) dt. 8-2-88

SUBJECT :— Provision made under section 5(2) of the Official Languages Act, 1963.

Section 5(2) of the Official Languages Act, 1963 provides that 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.

2. The Official Languages (Manner of authorisation of Hindi translation of Bills) Rules, 1976 were enacted under section 5(2) of the Official Languages Act, 1963. The manner of authorisation of Hindi translation of Bills to be introduced in Parliament and amendments thereto was prescribed in these rules, according to which a translation in Hindi of 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 authorised in the following manner, namely :

- (a) in the case of a Government Bill or an amendment to a Bill moved by Government, by the concerned Minister, by affixing his signature on a copy of such translation;
- (b) in the case of a Private Member's Bill or any amendment moved by a Private Member, by an Officer duly authorised by the Secretariat of the Rajya Sabha or the Lok Sabha as the case may be, by affixing his signature on a copy of such translation.

3. Various Ministries/Departments of the Government of India are aware that the work of Hindi translation of Bills and amendments thereto is done by the Official Languages Wing of the Legislative Department of the Ministry of Law and Justice. It is, therefore, requested that for Hindi translation of Bills and amendments thereto to be introduced in Parliament, that Ministry should be contacted and after having obtained the printed copies of the Hindi translation of the Bills and amendments thereto from that Ministry or the Secretariat of concerned House which may have got the copies printed, action may be taken for the authorisation of the same with the signature of the concerned Minister.

4. The Ministries/Departments of the Central Government are also requested to bring the aforesaid directions to the notice of concerned officers and endorse a copy of the instructions issued in this regard to this department for information.

191. O. M. No. 12014/1/87-OL (B-II) dt. 11-3-88.

SUBJECT :—Notification of Ministries/Depts. under rule 10(4) of the Official Languages (Use for official purposes of the Union) Rules, 1976—clarification regarding.

From time to time clarifications have been sought by various Ministries/Depts. from the Deptt. of Official Language on the question regarding, authority competent to issue Notification under Rule 10(4) of the Official Languages rules 1976. All the Ministries/Depts. are hereby informed that action regarding notification of

Ministries/Depts. under Rule 10(4) of the Rules will be taken by Deptt. of Official-Languages, Ministry of Home Affairs Notification in respect of attached/subordinate/offices/undertakings/corporation banks etc. will be issued by the concerned Ministry/Deptt. Prior permission of the Deptt. of Official Language is not necessary while issuing such notifications. Only a copy of notification may be sent to deptt. of Official Language for information. However in case of denotification under these Rules in respect of attached/subordinate offices/ undertaking/corporation/banks etc. prior concurrence of the D.O.L. would be necessary.

192. O. M. No. I/14034/6/88-OL (A-1) dt. 20-6-88.

SUBJECT :—Issue of agenda and minutes of the meetings of the Ministries/Departments/Offices/Undertakings etc. situated in Region 'A', only in Hindi.

Instructions were issued vide Department of Official Language O. M. No. I/14011/10/77-OL (A-1) dated 3-1-78 (S. No. 48 of the Compilation of Orders regarding the use of Hindi, third Edition) that agenda, agenda notes and proceedings of Departmental and interdepartmental meetings of the attached and subordinate offices of the Central Government and the companies and corporations owned or controlled by them, and located in Hindi speaking areas, may be issued both in Hindi and English.

2. It was suggested at the regional Official Language Conference held at Jammu on 2nd February, 1988 that minutes of the meetings relating to Hindi should be issued only in Hindi.

3. The above suggestion has been considered by the Department of Official Language, Most of the officers/employees in the offices located in region 'A', now possess knowledge of Hindi. It has, therefore, been decided that agenda, agenda notes and minutes of the departmental and interdepartmental meetings of the Central Government offices/undertakings etc. located in region 'A' may be issued only in Hindi if the concerned offices/undertakings so desire, provided they are to be circulated only in region 'A'.

4. All the Ministries/Departments of the Central Government are requested to bring the above instructions to the notice of their attached and subordinate offices and companies/undertakings/nationalised banks etc. owned or controlled by the Central Government.

5. Copies of instructions issued in this connection may also be endorsed to this Department for information.

193. O.M. No. 1/14034/8/88-OL (A-1) dt. 27-7-88.

SUBJECT :—Codes/manuals etc. to be issued bilingually.

Rule 11(1) of the Official Languages Rules, 1976 framed under the Official Languages Act, 1963 provides that all manuals, codes and other procedural literature of the Central Government shall be issued bilingually in Hindi and English.

2. Generally, it has been noticed that the manuals, codes etc. are still being got printed only in English by some Ministries/Departments. Keeping this in view the Department of Official Language had vide their O. M. No. 1/14034/8/88-OL(A-1) dated the 31st May, 1988 (copy enclosed) requested the Ministry of Urban Development to issue instructions to their Publication Directorate to the effect that codes/manuals etc. be accepted for printing only when they are sent in bilingual form, as is provided under rule 11(1) of the Official Languages Rules, 1976.

3. All the Ministries/Departments are requested that the material for printing should be sent to Govt. presses in bilingual form as per instruction mentioned above. The Ministries/Departments are also requested to issue necessary instructions in this regard to the attached and subordinated Offices under them and send copy of the directions issued in this connection to this Department for information.

O. M. No. 1/14034/8/88- OL (A-1) dt. 31-5-88

SUBJECT: —Codes/manuals etc. to be issued bilingually.

Rule 11(1) of the Official Languages Rules 1976 framed under the Official Languages Act 1963 provides that all manuals, codes and their Procedural literature relating to the Central Govt. Offices shall be issued bilingually in Hindi and English.

2. Generally, it has been noticed that the manuals, codes etc. relating to the Central Government are being printed only in English. This is contrary to the statutory requirements. All the Ministries/Departments of the Government of India were requested vide Department of Official Language O.M. No. 12012/5/76-OL(B) (Compilation of Orders relating to use of Hindi, third edition Order No. 44) dated 31-8-76 to issue necessary instructions to the presses and other offices under their control to fully implement the policy of the Govt. and not accept any material for printing in English only.

3. The Ministry of Urban Development are requested to issue instructions to their Publication Directorate that codes/manuals etc. should be received for printing only when they are sent in bilingual form as provided in Rule 11(1) of the Official Languages Rules, 1976.

4. A copy of orders issued in this regard may also please be sent to the Department for information.

194. O. M. No. 12012/5/88-OL (B-1) dt. 20-7-88.

SUBJECT : —Printing/purchase of standard forms both in Hindi & English languages in diglot form.

Please refer to this Deptt. O. M. No. 12012/11/78-OL(B-1) dt. the 8th Sept. 1978 on the above subject wherein all the Ministries/Deptts. were requested that all forms being used in the offices of the Central Govt. should be printed bilingually i.e. both in Hindi and English. However it has been observed that many Ministries/Deptts. are using forms printed only in English by some private firms, which is against the spirit of Rule 11 of the Official Languages Rules, 1976.

All the Ministries/Deptts. are, therefore again requested that they may please issue strict instructions to all their offices/undertakings that in case of their procuring forms from private firms, purchase should be made only if the forms are printed in bilingual form i.e. both in Hindi and English.

195. O.M. No. 13034/50/87-OL(C) dt. 11-11-87.

SUBJECT : Use of Hindi in Training Institutes of the Central Govt.

It was expressed in the meeting of the Central Official Language Implementation Committee held on 27th May, 1987, that in the Central institutes where trainees come from various regions for training, the employees may also be taught in Hindi medium in addition to English so that all the employees could obtain the benefits of such training. This matter was again discussed in details in the meeting of the Central Official Language Implementation Committee held on 11th September, 1987 and some important recommendations were made regarding use of Hindi in training institutes of the Central Government. After careful consideration of the recommendations of the Committee, it has now been decided that arrangements for teaching in the training institutes of the Central Government may be made as under :—

- (1) Teaching material may be got prepared in both the languages and made available to the trainees in either Hindi or English as required by them, in all the training institutes of the Central Govt. irrespective of the region in which they are located.
- (2) If there is an examination at the end of or during the course of the training, the question papers for such examination may be got prepared in both the languages and trainees may be given the option of answering the questions either in Hindi or in English.
- (3) The training may be imparted in Hindi in courses for which candidates from only 'A' and 'B' regions participate. But if trainees desirous of obtaining training in English, are in adequate number arrangements may be made to impart training in English also.
- (4) In the training courses for which trainees come from (C) region or from all regions, training may be imparted in English, But if trainees desirous of getting training in Hindi are in adequate number arrangements may be made to impart them training in Hindi.
- (5) where trainees desirous of getting training in Hindi are not in adequate number, there also, as far as possible, persons having knowledge of both Hindi and English may be called for lectures so that the trainees are able to ask questions either in Hindi or in English according to their convenience.
- (6) The instructors of training institutions should possess the working knowledge of both Hindi and English languages. The instructors who do not have the working knowledge of Hindi may be imparted training in Hindi language. Arrangements will be made for running short term intensive training courses in the Central Hindi training Institute under this Department for this purpose.

- (7) If qualified instructors for imparting training in Hindi are not available in an institute where training is required to be imparted in Hindi according to the above guidelines, training may be imparted in a mixed language of Hindi and English.

2. All the Ministries and Departments of the Central Govt. are requested to bring the above decision to the notice of all the training institutes of their attached and subordinate offices and also request them to make arrangements for imparting training according to the above decision. These directions may also be brought to the notice of Undertakings, Banks, etc. owned or controlled by the Central Government for similar action.

3. These directions will apply to the training courses beginning after 1st January, 1989. The training institutes may in the meantime, make necessary arrangements for the implementation of these directions such as translation of training material in Hindi and training of instructors to give them working knowledge of Hindi etc.

196. O.M. No. 14012/8/88-OL(C). dt. 7-9-88.

SUBJECT : Availability of Hindi books essential for training in Hindi medium in Training Institutions.

Instructions were issued vide this Department Office Memorandum No. 13034/50/87-OL(C), dated 11th November, 1987 that arrangements should be made to impart training in Hindi in all the training institutions of Central Government and this arrangements should come into effect in the training courses to be started after 1st January, 1989. For such an arrangement it is necessary that different types of training material is made available in Hindi also in addition to English and where translation of such material is not available, arrangements, should be made to get it translated well in time so that there may not be any difficulty in starting teaching through Hindi medium in the training courses to be started after 1st January, 1989. For such arrangements, translation of notes of lectures to be delivered in training classes should be got done by the concerned training institutes themselves. The codes, manual etc. which are to be taught and which have not yet been translated should be sent to the Central Translation Bureau for translation on priority basis and the supplementary literature should be got prepared in time.

2. Apart from the codes and manuals, there may be some other books also in some of the training institutes which are taught in training centres and it is necessary that such books are made available in Hindi for facilitating teaching through Hindi medium.

3. All the Ministries/Departments of the Central Government are requested to let this Department know the number of books which are required to be translated for training courses conducted in Training Institute under their control and the action taken so far to get those books translated. They are also requested to inform this Department about the action being taken to make such books available in Hindi and the time by which these could be made available in Hindi. It is requested that this information may be sent immediately.

197 O.M. No. 7/9/65-OL, dt. 25-3-68.

SUBJECT :—Printing in languages of money order and other similar forms meant for use by public.

The undersigned is directed to say that according to para 7(a) of the Presidential order dated 27th April, 1960. While formulating the programme for the progressive use of Hindi, in addition to English, in their local offices, the Central Government Departments are required to keep in view the need for providing facilities to the local public by making available to them forms and departmental literature for their use in the regional language in as large a measure as practicable. Accordingly the question of languages to be used for printing of forms intended for use by the public has been carefully considered.

2. In order to reconcile the administrative requirements and the needs of the public, it has been decided that,

- (i) Where it is possible, without unduly increasing the size of the forms, such forms should be printed in Hindi, English and the regional language if it is different from Hindi. In such matters the question of extra expenditure should not be an important consideration.
- (ii) If any section in these forms are required to be filled in within a Central Government office or are required for audit offices, such sections need not be translated into regional languages and should be printed in Hindi/English only.
- (iii) Longer forms, for example the income-tax and customs forms, should be printed separately in Hindi, English and the regional language. In these forms also the exception mentioned in (ii) above should apply.

3. The Ministry of Finance etc. are requested to take steps for carrying out the above instructions.

CHAPTER 3

COMMITTEES RELATING TO OFFICIAL LANGUAGE—HINDI ADVISORY COMMITTEES

198. O.M. No. II/20034/4/86-OL (A-2), dt. 22-1-87.

SUBJECT : Payment of D.A. to non-official members of departmental Hindi Salahkar Samitis.

The Ministry of Finance have revised the rates of D.A. payable to non-official members of committees/commissions of various grade *vide* their office memorandum No. 19020/1/84-E. IV dated 23-6-86. After issue of these orders, some Ministries have sought clarification about the rates at which payments of D.A. are to be made to non-official members of Hindi Salahkar Samitis. The issue has been considered and it has been decided that for payment of D.A. to non-official members of the Hindi Salahkar Samitis in terms of the Ministry of Finance Office Memorandum of 23-6-86, these Samitis may be treated as High Powered Committees.

2. This issues with the approval of the Ministry of Finance *vide* their U.O.No. 3797/E.IV/86, dated 8-1-87.

199. O.M. No. II/20034/1/87-OL(A-2), dt. 10-9-87.

SUBJECT :—Inclusion of an item regarding translation into Hindi of rules framed under Central Acts in agenda for Hindi Salahkar Samitis..

Rules have been framed by the concerned Ministry/Department for implementation of the provisions of various Central Acts. It has been observed that Hindi versions of these rules have not either been prepared at all or these have not been published bilingually. All the rules must be prepared bilingually as per requirements of the Official Languages Rules. Non-availability of Hindi versions of these rules adversely affects the process of progressive use of Hindi in official work. Whereas Government servants are expected to make more and more use of Hindi, it is also necessary to make available all the reference rules in Hindi as well. Otherwise, difficulties will be experienced while working in Hindi.

2. In order to ensure timely availability of Hindi versions of all the rules framed under the Central Acts, it has been decided to regularly monitor the work relating to translation into Hindi and printing of such rules. The monitoring will be done through the Hindi Salahkar Samitis. Hence, all the Ministries/Departments are requested to include for discussion the following items also in agenda for the meetings of their Hindi Salahkar Samitis :—

- (1) No. of rules framed under the Central Acts—
- (2) No. of those translated into Hindi—
- (3) No. of those printed bilingually and circulated.

3. All the Ministries/Departments are requested to arrange for inclusion of the above item regularly in agenda for meetings of their Hindi Salahkar Samitis and also include therein the information regarding progress made in this regard from time to time.

200. O.M. No. II/20034/4/87-OL(A-2), dt. 13-1-88.

SUBJECT :—Inclusion of item regarding option of Hindi in departmental examinations in agenda of meetings of Hindi Salahkar Samitis.

Instructions were issued *vide* the Department of Official Language Office Memorandum No. 14012/11/87-OL(C), dated 21-9-1987 that candidates appearing in in-service departmental examinations and examinations conducted for promotion to higher posts, including those conducted on all India basis, by Ministries-Departments, their Attached/Subordinated offices, Corporations, Undertakings, owned or controlled by the Government, Banks etc., may be allowed the option to use either Hindi or English in answering question papers irrespective of the region in which they are situated. The instructions also stipulated that question papers for such examinations may be prepared in both Hindi and English and where interview is prescribed, the candidates may be permitted to answer the questions in Hindi.

2. Ministries/Departments are requested to place before their Hindi Salahkar Samiti the present position in the matter in the attached proforma. Where option of Hindi has not so far been allowed in accordance with the above instructions, a time bound programme for this may be chalked out and the Samiti apprised of the same. The progress made from time to time in the regard may also be reported in every meeting of the Samiti for information of members.

Ministry/Department

1	2	3	4	5	6	7
Sl. No.	Office/ Undertaking	Details of the recruitment/promotion examination	Details of examination Agency	Name and full details of the question papers	Whether there is option to answer the question papers in Hindi or not	If not, reasons therefor
8	9	10	11	12	13	
If option is not allowed when it will be allowed	If the question paper is in English then the reasons why the question paper is not in Hindi as an alternative	Is there any interview also or not	If it is so, whether the questions are asked in Hindi or not	If not, reasons therefor	If the question are not asked in Hindi when it will be started	

201 O.M. No. II/20034/2/88-OL (A-2) dt.20-4-88.

SUBJECT :—Inclusion of items regarding (i) bilingual electronic teleprinter/telex and (ii) use of Hindi in training institutions in agenda for meetings of Hindi Salahkar Samitis.

Important instructions regarding conversion of electronic teleprinters/telex into bilingual form and use of Hindi in training programmes of training institutions have been issued by this Department in the recent past. In order to ensure implementation of these instructions it has been decided that the following two items should be included regularly in agenda for meetings of Hindi Salahkar Samitis of various Ministries/Departments :—

(a) Conversion of electronic teleprinters/telex into bilingual form

Instructions have been issued *vide* this Department's O.M. No. 12015/9/88-OL(T.C.) dated 28-3-1988 that all Central Government offices, undertakings, nationalised banks, etc. should now onwards purchase or acquire on lease only bilingual teleprinter/telex machines and that offices which at present have roman teleprinters/telex on lease may approach the Department of Telecommunications for their replacement by bilingual electronic teleprinter/telex machines.

It may please be confirmed that the Ministry/Department and its subordinate offices, undertakings etc. have written to the Department of Telecommunications in pursuance of these instructions, Information in this regard may please be given in meetings of the Samiti in the proforma given in Annexure-1.

(b) Initial action for introduction of Hindi in training programmes of training institutions.

Detailed instructions were issued *vide* this Department's O.M. No. 13034/50/87-OL(C) dated 11-11-87 regarding arrangements for training through Hindi medium in training institutions for training courses to be organised after 1st January, 1989. These instructions *inter alia* stipulated that training material in all the training institutions, irrespective of the region in which they are located, may be prepared in both the languages and provided to the trainees in Hindi or English according to their demand, and the trainers not having working knowledge of Hindi may be given training in Hindi language.

It is hoped that all the training institutions have initiated action accordingly. For assessment of upto date position, it is requested that information in respect of all the training institutions under the Ministry/Department and their undertakings may kindly be placed in the meetings of Hindi Salahkar Samitis in the proforma at Annexure-2. It will be desirable to invite a representative of each training institution in the meetings of the Samitis for further elaboration.

2. Ministries/Departments are requested to include the above two items regularly in agenda for meetings of their Hindi Salahkar Samitis.

ANNEXURE-1

Name of the Office/ Undertaking	Total No. of Teleprinters/ telex purchased and installed	Total No. of Teleprinters/ Telex procured on lease basis	Whether request has been made to the Deptt. of Telecommunications for the replacement of the leased Teleprinter/telex machines by bilingual ones. If so, when ?
1	2	3	4

ANNEXURE-2

Name of Training Institution.	Name of training course.	Whether arrange- ments have been made for Hindi Translation of lecture notes for the course.	Whether arrange- ments have been made for Hindi translation and publi- cation of basic material prescribed.	No. of trainers not having working knowledge of Hindi	No. of trainers out of these being trained for working kno- ledge of Hindi.
1	2	3	4	5	6

202. No. II/20034/3/86-O.L. (A-2) dt. 12-7-88

Subject :— Furnishing of information regarding use of Hindi in Ministries/Departments and their Attached/Subordinate Offices/Undertakings in agenda for meetings of Hindi Salahkar Samitis.

The undersigned is directed to refer to this Departments O.M. of even number dated 29-7-1987 on the subject noted above and to say that simplification of the form prescribed for furnishing of information regarding use of Hindi in Ministries/Departments and their attached/subordinate offices, companies, corporations etc. in meetings of Hindi Salahkar Samitis had been under consideration. It has now been decided that for the sake of convenience the information may be submitted in the proforma prescribed for furnishing quarterly progress reports in respect of the Ministries/Departments vide this Department's O.M. No. 20003/2/87-O.L. (B-1) dated 26-4-1988 and in respect of Attached/Subordinate offices/undertakings vide O.M. No. 20003/2/87-O.L. (B-1) dated 25-4-88/6-6-88.

2. All Ministries/Departments are accordingly requested to furnish their information about the use of Hindi in the Ministry/Department concerned in respect of the quarter ended 30-6-88 and thereafter as in the proforma circulated with the O.M. of 26-4-88 quoted above and in Attached/Subordinate Offices/ Undertakings as in the proforma attached to the O.M. dated 25-4-88/6-6-88 in all future meetings of their Hindi Salahkar Samitis.

203. O.M. No. II/20015/68/88-OL(A-2) dt 19-10-88

Subject :— Furnishing of information regarding the use of Hindi in Attached/Subordinate Offices/Undertakings. of Ministries/Departments in agenda for meetings of Hindi Salahkar Samitis—clarification regarding.

Instructions were issued vide this Department's O.M. No. II/20034/3/86-OL(A-2) dated 4/12 July, 1988 for inclusion of information regarding use of Hindi in Ministries/Departments and their Attached/Subordinate Offices/Undertakings in agenda for meetings of Hindi Salahkar Samitis. The said O.M. stipulated, among other things, that progress reports in respect of Attached/Subordinate Offices/Undertakings may be submitted in the proforma circulated with this Deptt's O.M. No. 20003/2/87-OL (B-I) dated 25-4-88/6-6-88. It was felt during discussions in the meeting of Hindi Salahkar Samiti of a Ministry held recently, that some Undertakings are not clear about the exact information to be furnished in para 3 of the said proforma. Hence these clarifications.

2. In para 3(a)(1) of the proforma circulated with the O.M. of 25-4-88/6-6-88 referred to above, information regarding progress of Hindi in respect of those Offices/Undertakings is required to be given which are located in 'A' region.

Similarly, in para 3(a)(2), information in respect of Offices located in 'B' region should be given while para 3(a)(3) should contain information in respect of offices of Undertakings located in 'C' region.

3. All Ministries/Departments are requested to communicate the above clarifications to all of their Undertakings and other offices so that they present the correct information.

204. O.M. No. II/20034/2/87-OL(A-2) dt. 17-11-87

Subject :—Compulsory personal attendance of official members in meeting of Hindi Salahkar Samitis

The departmental Hindi Salahkar Samitis comprise, among others, Chairmen, Directors General, Directors, General Managers, Managers, etc. of attached and subordinate offices of the concerned Ministry as members. It has been observed that several times these members neither attend the meetings themselves nor send advance information about their absence in the meetings. Sometimes junior officers who are not official members, are sent to the meetings. Objections have also been voiced in meetings of some Hindi Salahkar Samitis by their members about non-attendance of official members in person. Personal non-attendance of heads of departments, General Managers, etc. in these meetings causes inconvenience at the time of discussions about implementation of official language policy in their organisations.

2. All the Ministries/Departments may please request the Chairmen, Directors General, etc. of their attached and subordinate offices, corporations, etc, who are members of the Hindi Salahkar Samiti, to be present personally in meetings of the Samitis. In case such a member is not able to attend a meeting personally due to some unavoidable reasons, a representative of an appropriate level may be sent to the meeting and information to that effect communicated in advance to the Secretary of the concerned Department or to the Member-Secretary of Hindi Salahkar Samiti.

205. O.M. No. II/20015/21/87-OL (A-2) dated 4-2-88

Subject :— Issue of departmental identity cards to non-official members of Hindi Salahkar Samitis—clarification regarding.

It was decided in the meeting of Kendriya Hindi Samiti held on 17th March, 1979, that inspection committees of Hindi Salahkar Samitis in Ministries/Departments should not be constituted. Instructions were also issued to all the Ministries/Departments in pursuance of this decision vide O.M. No. II/20034/4/79-OL(A-2) dated 19-4-1979. Thus, members of Hindi Salahkar Samitis have not been authorised to carry out inspections about progressive use of Hindi in subordinate offices of Ministries. Non-Official members of Hindi Salahkar Samitis in some Ministries have been raising time and again the point regarding issue of identity cards to them. Hence, this clarification.

2. Since the said decision of Kendriya Hindi Samiti does not authorise non-official members to conduct inspections, the identity cards, if desired with this intention, should not be issued. But if a Ministry/Department issues identity cards with the sole intention of convenience of members of a Samiti to meet officers in a Ministry and its attached/subordinate offices, etc., this Department has no objection to that.

206. O.M. No. II/20015/45/87-OL (A-2) dated 15-3-88

Subject : — Revised provision for constituting Hindi Salahkar Samitis

Hindi Salahkar Samitis have been constituted in various Ministries/Departments with a view to rendering advice for proper implementation of the official language policy of the Government. The chairmen of these Samitis are the Ministers concerned and these Samitis are required to be constituted in accordance with the guidelines formulated on the basis of the recommendations of the Kendriya Hindi Samiti (which is chaired by the Prime Minister). The main function of these Samitis is to render advice for implementation of the principles relating to official language as given in the Constitution, the Official Language Act and Rules and the policy decisions and directions of the Kendriya Hindi Samiti and the Department of Official Language with regard to use of Hindi in official work. At present 34 Samitis are working in various Ministries/Departments.

2. The Committee of Parliament on Official Language had suggested that a separate Hindi Salahkar Samiti should be constituted in every Department. On examination of the issue and after consultation with the representatives of various Ministries/Departments at the meeting of the Central Official Language Implementation Committee, this item was put up for consideration of the Kendriya Hindi Samiti at its meeting held on 2nd December, 1987. After thorough deliberations, the Samiti approved the proposal that the Departments which have a large number of offices/undertakings under their control should set up a separate Hindi Salahkar Samitis. Following this principle, it has been decided that 43 Hindi Salahkar Samitis should be constituted in various Ministries/Departments as per details given in Annexure-I. In the revised system where more than one Hindi Salahkar Samiti is constituted, the concerned State Minister/Deputy Minister would be the Vice-chairman who will act as chairman in the absence of the Minister.

3. In view of the need for effecting economy in the prevailing economic conditions and also with a view to minimising expenditure on travelling allowances etc. of non-officials, the Kendriya Hindi Samiti also decided that total number of non-official members in a Hindi Salahkar Samiti should not exceed 15. According to the existing provisions, 2 members out of these non-official members shall be from Lok Sabha and 2 from Rajya Sabha as also two representatives from the Committee of Parliament on Official Language. There should also be a representative of voluntary Hindi organisation of all-India level and a representative of the Kendriya Sachivalaya Hindi Parishad as members of such Committees. The guidelines for the Constitution of these samitis have also been revised in accordance with these decisions and are given in Annexure-2. According to these guidelines, formal approval of this Department on the proposal for constituting/reconstituting a Salahkar Samiti is to be sought before obtaining final orders of the Minister concerned.

4. Meetings of the present Salahkar Samities will continue to be held in the first quarter of the year 1988. The Ministries, under whom more than one Samiti is to be constituted for various Departments according to Annexure-I, may kindly initiate action for reconstitution of the same immediately after 31st March, 1988. The reconstitution should be completed by 30th June, 1988 and meetings of the newly formed Committee should be held thereafter. In Ministries where the number of Salahkar Samitis is to remain unchanged, the decision of setting the limit of non-official members at 15 may be implemented after the term of the existing Samitis is over.

5. All the Ministries/Departments may please take necessary action for reconstituting their Hindi Salahkar Samitis as stated above. As requested in the instructions issued earlier, meetings of these Committees should invariably be held once in a quarter.

Revised List of Hindi Advisory Committees

1. **Ministry of Agriculture**
 - (1) Department of Agriculture & Co-operation and Department of Agricultural Research and Education.
 - (2) Department of Rural Development.
 - (3) Department of Fertilisers.
2. **Ministry of Commerce**
 - (4) Department of Commerce and Department of Supply.
3. **Ministry of Communications**
 - (5) Department of Posts.
 - (6) Department of Communications.
4. **Ministry of Defence**
 - (7) Department of Defence.
 - (8) Department of Defence Production and Supply and Department of Defence Research and Development.
5. **Ministry of Energy**
 - (9) Department of Coal.
 - (10) Department of Power.
 - (11) Department of Non-Conventional Sources of Energy.
6. **Ministry of Environment and Forests**
 - (12) Department of Environment, Forests and Wild Life.
7. **Ministry of External Affairs**
 - (13) Ministry of External Affairs.
8. **Ministry of Finance**
 - (14) Department of Economic Affairs.
 - (15) Department of Revenue and Expenditure.
9. **Ministry of Food and Civil Supplies**
 - (16) Department of Food and Department of Civil Supplies.
10. **Ministry of Health and Family Welfare**
 - (17) Department of Health and Department of Family Welfare.
11. **Ministry of Home Affairs**
 - (18) Department of Internal Security, Department of States, Department of Home, Department of Justice, Department of Official Language.
12. **Ministry of Human Resources Development**
 - (19) Department of Education.
 - (20) Department of Youth Programme and Sports and Department of Women's Welfare.
 - (21) Department of Art and Department of Culture.
13. **Ministry of Industry**
 - (22) Department of Industrial Development and Department of Public Enterprises.
 - (23) Department of Company Affairs and Department of Petro-Chemicals.
14. (24) **Ministry of Information and Broadcasting.**
15. (25) **Ministry of Labour**
16. **Ministry of Law and Justice**
 - (26) Department of Legal Affairs and Legislative Department.

17. (27) **Ministry of Parliamentary Affairs.**
18. (28) **Ministry of Personnel and Training, Administrative Reforms and Public Grievances and Pensions.**
Department of Personnel and Training, Department of Administrative Reforms and Public Grievances and Department of Pensions and Pensioners' Welfare.
19. (29) **Ministry of Petroleum and Natural Gas.**
20. (30) **Ministry of Planning**
Department of Planning & Department of Statistics.
21. (31) **Ministry of Programme Implementation**
22. (32) **Ministry of Science & Technology**
Department of Science & Technology, Department of Scientific & Industrial Research, Department of Bio-Technology and Department of Ocean Development.
23. **Ministry of Steel & Mines**
 - (33) Department of Steel
 - (34) Department of Mines.
24. (35) **Ministry of Railways**
25. (36) **Ministry of Civil Aviation**
26. (37) **Ministry of Surface Transport**
27. (38) **Ministry of Urban Development**
28. (39) **Ministry of Water Resources**
29. (40) **Ministry of Welfare**
30. (41) **Department of Electronics, Department of Atomic Energy and Department of Space.**
31. (42) **Ministry of Tourism.**
32. (43) **Ministry of Textiles.**

ANNEXURE-2

Guidelines for constitution of Hindi Salahkar Samitis in the various Ministries

1. **Number of Members** :—Although no fixed limits can be prescribed, yet the general principle, should be that the number of members should be correlated to the range and scope of the work of the Ministry concerned. However, this should not normally exceed 30 in number, as this would make it a more business like body and there will be savings in terms of TA and DA also.

2. **Category-wise distribution** :—

- (a) **Official Members** :—The Minister of the Ministry should naturally be the Chairman of the Samiti. The Minister(s) of State and Deputy Minister(s), Secretary/Additional Secretary/Jt. Secretary concerned/Head of the Department/Director-General/Director and Chairman/Managing Director etc. of Companies/Corporations/Undertakings etc. should be nominated as ex-officio members. (In case the Minister so desires, he may nominate the Minister of State/Deputy Minister as Vice-Chairman so that he could preside over the meetings in his absence):

Secretary, Department of Official Language, and Hindi Adviser to the Government of India will be an ex-officio member of all the Samitis. Another representative of the Department of Official Language should also invariably be included.

- (b) **Non-official Members** :—Members nominated should have special interest in the propagation and development of Hindi. They should also have adequate knowledge of the relevant field of activity of the Ministry concerned.

The following points should be kept in mind while nominating members :

- (i) **The number of Members of Parliament.**—A Samiti should normally have four Members of Parliament, out of which two may be from the Lok Sabha and two from the Rajya Sabha. Two members will be representatives of the Parliamentary Committee on Official Language.
- (ii) **Other non-official Members.**—Amongst the non-Official members, besides those concerned with the work of respective Ministries and having interest in Hindi work, one or two members may be taken from all India Hindi Institutions such as :
 - (1) Akhil Bhartiya Hindi Sanstha Sangh
 - (2) Nagari Pracharini Sabha
 - (3) Rashtra Bhasha Prachar Samiti, Wardha, &
 - (4) Hindi Sahitya Sammelan, Prayag.

A representative of the Kendriya Sachivalaya Hindi Parishad should be nominated as a member of the Samiti.

As far as possible the number of out-station members should not be unduly high with a view to effecting economy on TA and DA.

- (iii) The Department of Official Language may nominate members not exceeding three on the Samiti with a view to giving representation to interests not otherwise represented.

3. Consultation with the Department of Official Language :—While constituting the Hindi Advisory Committee, prior consultation with the Department of Official Language is necessary. It should be ensured that this consultation takes place before final orders of the concerned Minister are obtained.

4. Functions of the Committee :—The Function of the Hindi Salahkar Samitis of Various Ministries/Departments is to render advice in regard to the implementation of the provisions relating to Official Language contained in the Constitution, Official Languages Act and Rules, and policy decisions of the Kendriya Hindi Samiti and instructions issued by the Ministry of Home Affairs/Department of Official Language relating to official language, and also in regard to the progressive use of Hindi in their Ministries/Departments. In case a Hindi Salahkar Samiti suggests any change in the official language policy or any instructions issued regarding official language, the same should be referred to Department of Official Language and the same should not be implemented without first obtaining the concurrence of the Department of Official Language.

5. Tenure of the Committee :—Normally, the tenure of the Committee will be 3 years. If a person is nominated as member in the middle of the term he will hold office for the residual term of the Committee. In special circumstances the tenure of the Committee may be curtailed or enhanced by the Ministry/Department concerned.

207. O.M. No. II/20015/23/88-O.L.(A-2) dt. 29-6-88

Subject :—Speedy action for filling up vacancies of Members of Parliament in Hindi Salahkar Samitis

Hindi Salahkar Samitis have been constituted for giving advice on implementation of the official language policy of the Government and progressive use of Hindi in various Ministries/Departments and their attached/subordinate offices. These committees comprise among others two members each from the Lok Sabha and the Rajya Sabha. If such a nominated Member of Rajya Sabha completes his term in Parliament or some vacancy arises due to resignation/death etc. of a Member of Parliament, the Ministry of Parliamentary Affairs sends the intimation to the Ministry/Department concerned with the request to write to the Ministry of Parliamentary Affairs formally for nomination of a Member of Parliament for filling up the resultant vacancy. That Ministry has brought to the notice of this Department that despite their communications some Ministries/Departments do not respond promptly to their request and consequently for quite sometime their Salahkar Samitis do not have full representation from Lok Sabha/Rajya Sabha.

2. Hindi Salahkar Samitis are high-level committees constituted under the chairmanship of the Minister-in-charge and they render valuable advice to the Ministry/Department concerned. Hence these committees should not remain for long inadequately represented by Members of Parliament. All the Ministries/Departments are, therefore, requested to make a formal request to the Ministry of Parliamentary Affairs for nomination of a new member in their Samitis immediately on receipt of intimation from the Ministry of Parliamentary Affairs about vacancy caused by resignation/death or completion of term in Parliament etc. of a Member of Parliament. The Ministry of Parliamentary Affairs have also informed this Department that in case no response to their letter for nomination of a new member in such situations is made by the concerned Ministry/Department within 15 days, they would of their own initiate action for nominating a new Member of Parliament for filling up such a vacancy.

208. O.M. No. 12018/3/87-OL(B-2) dated 18-8-87

Subject :—Inviting other officers of the Hindi Teaching Scheme at the meeting of the Official Language Implementation Committees of the Central Government offices located outside Delhi.

In continuation of Deptt. of Official Language's office memorandum dated 24-4-76 No. 1/14011/4/76-OL(A-I) dated 22-4-85 No. 14011/2/85-OL(A-I) (Published in compilation of orders 1986 regarding use of Hindi at page 43—45).

In the above quoted O.Ms. all Ministries/Departments/Undertakings & Nationalised Banks etc. were directed to hold the meetings of Official Language Implementation Committees regularly and also invite the officers of Hindi Teaching Scheme in the meetings convened outside Delhi.

It has now been decided that the information regarding meetings of Offices, Ministries/Deptts, Undertakings and Head offices of Banks, situated in Delhi should be forwarded to Deptt. of Official Language and information in respect of offices situated at Bombay, Calcutta & Bangalore should be forwarded to the Regional Deputy Directors (Impl.) of these places. Addresses are given below :—

1. Deputy Director (Imp.)

Regional Implementation Office, (East)
M/H.A. Deptt. of Official Language, 18th Floor, M.S.O. Buiding, Nizam Palace Complex,
234/4, Acharya J.C. Bose Road, Calcutta-700 001.

2. Deputy Director (Imp.)

Regional Implementation Office, (West)
M/H.A. Deptt. of Official Language, 3rd Floor, Karimbhay Road,
Ballard Estate, Bombay-400 038.

3. Dy. Director (Imp.)

Regional Implementation Office, (South)
M/H.A. Deptt. of Official Language,
5/1, J.C. Road, Bangalore-2.

In all other towns, Officers/Teachers of Hindi Teaching Scheme located there, should be invited.

Ministry of Finance etc. are requested to bring the above instructions to the notice of all their concerned officers, attached & subordinate offices, undertakings, corporations owned or controlled by them & chief officers of Nationalised Banks.

209. O.M. No. 12027/4/87-OL(B-2) dated 27-4-87

Subject :—Meetings of the Town Official Language Implementation Committees—Need of regular participation by member-offices.

As all Ministries/Departments are aware Town Official Language Implementation Committees have been set up in 82 towns in order to watch the progress of Implementation of Official Languages Policy in terms of this Ministry's O.M. No. 1/14011/12/76-OL(A-1) dated 22-11-76 and No. 12027/2/79-OL(B-I) dated 3-9-79. All the administrative heads of office of the local offices are the members of the Committee. It is expected from the member-offices that they participate regularly in the meetings of these committees because important matters are discussed therein.

2. It has been observed that some of the Heads of Office in various towns are attaching low priority to these meetings and are either not attending the meetings at all or sending relatively junior officers for the meetings. As a result of this the committees are not able to function effectively and achieve the objectives for which these have been set up.

3. All Ministries/Departments are requested to issue specific instructions to Head of their attached/subordinate Offices located in the towns to attend the six monthly meeting of the Committee themselves. In case they are unable to attend the meeting personally due to unavoidable circumstances they should depute their next senior-most officer for the meeting. Hindi Officer etc., alone should not be sent for the meeting but they may accompany the Heads of office or his senior representative if so desired.

4. A copy of the instructions sent to the offices may also be endorsed to the Department of Official Language and also to the Chairman of Town Official Language Implementation Committee.

Copy of Department of Official Language O.M. No. 1/14011/12/76-OL(A-I) dated 22-11-1976

Subject : —Setting up of Town Official Language Implementation Committees and nomination of "Official Language Officer" in each office.

Orders have already been issued by the Government of India to the effect that Official Language Implementation Committees be set up in each of the Central Government Office with twenty-five or more employees working (excluding Class IV employees) and their regular meetings be held once in three months. There is a Central Official Language Implementation Committee in Delhi presided over by the Secretary, Department of Official Language. All Ministries/Departments are represented in the meetings of this Committee. In view of the usefulness of these meetings it has now been decided to set up such committees in all the towns with ten or more offices of the Central Government. Initially these Committees would be constituted in the towns located in Hindi Speaking areas and in Gujarat, Maharashtra and Punjab. The Senior-most officer of the Central Government in the town would preside over the meetings of the committees and the meetings would be held at least once in a year.

2. Co-ordination Committees to deal with matters relating to the welfare of the employees and to coordinate the cases of leave etc. already exist in towns having several offices of the Central Government. The Chairmen of the Co-ordination Committees will convene and preside over the meetings of the Town Official Language Implementation Committees until further orders in the matter.

3. The functions of the Town Official Language Implementation Committee would be the same as those of the Official Language Implementation Committees of the various offices. The general problems pertaining to training in Hindi, Hindi Shorthand and type-writing and the availability of Devnagri typewriters etc., could form the subject matter for discussion in the meetings. Measures adopted for the progressive use of Hindi in the various offices of the town may also be discussed for mutual benefit.

4. Hindi is required to be used for various items of official work in accordance with the Official Languages Act, 1963, Official Language (Use for official purposes of the Union) Rules, 1976 and the other administrative orders issued by the Government of India from time to time. The Implementation of these orders is the responsibility of the officer of the rank of Joint Secretary in each Ministry/Department. It has now been decided that a high ranking officer be nominated as Rajbhasha Adhikari (Official Language Officer) in each office under the Ministries/Departments. In addition to other administrative duties he will also be responsible for the proper implementation of the orders relating to Official Language in the office and to see that the meetings of the Official Language Implementation Committee are held regularly. Rajbhasha Adhikaris will participate in the meetings of Town Official Language Committee as the representative of their respective offices.

Copy of Deptt. of Official Language O.M. No. 12027/2/79-OL B-I dated 3-9-79.

Subject : —Widening the functions of the Town Official Language Implementation Committee.

I am directed to say that instructions were issued vide the Ministry of Home Affairs (Deptt. of Official Language) O.M. No. 1/14011/12/76-O.L.(A-I) dated the 22nd November 1976 that Town Official Language Implementation Committees may be set up in the Towns having ten or more Central Government Offices. The Town Official Language Implementation Committees discuss in their meetings the common difficulties felt in

the teaching of Hindi, training in Hindi stenography and Hindi type-writing, the availability of Devnagri type-writies etc. The information given in the meeting regarding the measures adopted for the progressive use of Hindi in the various offices in the town mutually benefit the participants. Initially these Committees have been constructed in the towns located in Hindi speaking areas and in Gujarat, Maharashtra and Punjab.

2. It has been observed that while some of the Committees are active and hold their meetings more than once a year certain others do not hold their meetings regularly. It has been decided that meetings of the Town Official Language Implementation Committees should be held at least twice a year.

3. The functions of the Town Official Language Implementation Committee would mainly be as follows:—

- (1) Review of the position regarding implementation of the Official Languages Act/Rules and the orders issued by the Government of India regarding the use of Hindi in Official work and of the Annual Programme prepared in that regard.
- (2) Consideration of the measures for increasing the pace of Hindi in Offices of the Central Government located in the Town.
- (3) Review of the position in regard to the availability of reference literature in Hindi, Hindi typewriters, typists & stenographers, etc.
- (4) Consideration of the problems relating to Hindi, training in Hindi typewriting and Hindi stenography.

4. It is necessary that the Chairmen of the Town Official Language Implementation Committees and member-offices of the committees are kept apprised of the orders relating to official language policy. It has therefore been decided that a copy each of the orders issued in regard to Official Language policy may be forwarded direct to the Chairman of the Town Official Language Implementation Committees so that the Committee's member-offices in the city could have advance information of the same. Copies of these orders would continue to be duly sent by the concerned Ministries to their Subordinate Offices through the normal channels as before.

5. It has also been decided that at least one of the two meetings of the Town Official Language Implementation Committees would, as far as possible, be attended by one of the senior officers of the Department of Official Language (Secretary/Joint Secretary or Deputy Secretary). It is therefore, requested that as soon as a decision to convene the meeting of the Town Official Language Implementation committee is taken an intimation thereof may be sent to this Department immediately.

6. It is also requested that all the Central Govt. Offices in the town may forward information in the prescribed proforma (in duplicate) in regard to the progress made in implementation of the Official Languages Act, rules framed thereunder and other orders issued on the subject to the Chairman, Town Official Language Implementation Committee, a week before the meeting of the Committee is scheduled to be held. A copy each may be sent to the Department of Official Language or may be handed over to the Officers of the Deptt. participating in the meeting.

210. O.M. No. 12027/4/87-OL(B-2) dated 22-9-87

Subject : —Meetings of the Town Official Language Implementation Committees—Need to participate regularly by the member-offices.

In the Department of Official Language Office Memorandum of even number dated 27th April, 1987 information regarding Town Official Language Implementation Committees constituted in various towns, was given and Departments/Ministries were requested to direct their attached/subordinate offices and Public undertakings/Banks etc. located in these towns that the Heads of the Offices should themselves attend the meetings regularly.

2. In this connection, Dr. Rudra Partap Singh, M.P. and vice-Chairman of Parliamentary Official Language Committee expressed his views in the meeting of Hindi Salahakar Samiti of Ministry of Home Affairs held on 26-6-87 that there was a need to make the Town Official Language Implementation Committees more active and solid steps should be taken in this regard.

3. Despite the orders of this Department dated 27th April, 1987 in a recent meeting of a Town Official Language Implementation Committee which was attended by the Joint Secretary, Department of Official Language himself, it was found that out of approximately 75 persons present in the meeting, most were Hindi Officers, Translators or other junior staff connected with Official Language work. In the meeting the number of Heads,

of the Offices was low. This position is not satisfactory. Non-participation of Heads of Offices in the meetings of Town Official Language Implementation Committees is contradictory to the purpose for which these committees were constituted. For compliance of the decisions taken in the meetings of these committees for accelerating the progressive use of Official Language, it is necessary that the Heads of Offices should themselves participate in the discussions and get the decisions fully implemented in their offices.

4. Ministries/Departments are again requested that they should write demi-officially, to the Heads of Offices of their Attached/Subordinate Offices/Public Undertakings/Banks etc. in the Towns, on the basis of Department of Official Language's O.M. referred above that they should personally attend the meetings of Town Official Language Implementation Committees. In case if they cannot attend the meeting themselves due to unavoidable circumstances they should depute their next senior-most Officer to attend the meeting. Hindi Officer or any other officer concerned with Official Language can accompany the Head of Office or the next senior-most Officer participating in the meeting. To send only Hindi Officer or Translator is neither appropriate nor useful.

Therefore, the Chairmen of the Town Official Language Implementation Committees are also being directed to allow Hindi Officer etc. only when they accompany their Heads of Offices or such Officers who are competent to take up their charge formally in the absence of Head of Office.

211. O.M. No. 12024/9/87-OL (B-2) dated 30-6-88

Subject :— Authorisation of Deputy Directors in respect of reimbursement of expenditure incurred on meetings of Town Official Language Implementation Committees.

In continuation of this Department letters No. 12027/3/83-OL(B-2) dated 7-1-85 & 8-1-85, it has been decided by the Govt. of India to authorise the concerned Deputy Directors of the Regional Implementation Offices under the Department of Official Language to sanction in future the funds to Chairmen Town Official Language Implementation Committees for incurring expenditure on the meetings of the aforesaid Committees.

2. The allocation of funds for the year 1988-89 region-wise for the purpose is as follows :—

East Region (Calcutta Office)	: Rs. 25,600/-
North-East Region (Guwahati Office)	: Rs. 16,000/-
West Region (Bombay Office)	: Rs. 49,600/-
North Region (Ghaziabad Office)	: Rs. 70,400/-
South Region (Bangalore Office)	: Rs. 38,400/-
TOTAL	: Rs. 2,00,000/-

3. An amount of Rs. 4000/- per annum (Rs. 2000/- per meeting) to each Town Official Language Implementation Committee will be sanctioned to the Committees of following 36 Towns in connection with the expenditure to be incurred on the meetings of these T.O.L.I.Cs. :—

1. Allahabad	13. Bombay (Offices)	25. Calcutta (Offices)
2. Kanpur	14. Bombay (Undertakings)	26. Ranchi
3. Lucknow	15. Ahmedabad	27. Port-Blair
4. Varanasi	16. Bhopal	28. Bhuvaneshwar
5. Dehradun	17. Baroda	29. Patna
6. Agra	18. Pune	30. Trivandrum
7. Gorakhpur	19. Nagpur	31. Cochin
8. Chandigarh	20. Goa	32. Hyderabad
9. Jammu	21. Jabalpur	33. Madras
10. Jaipur	22. Indore	34. Bangalore
11. Srinagar	23. Gwalior	35. Mangalore
12. Simla	24. Guwahati	36. Mysore

Similarly an amount of Rs. 2000/- per annum (Rs. 1000/- per meeting) to each Town Official Language Implementation Committee will be sanctioned to the T.O.L.I.Cs. of the following 53 Towns :—

1. Izzatnagar	19. Jhansi	37. Agartala
2. Aligarh	20. Jalandhur	38. Itanagar
3. Mathura	21. Bhavnagar	39. Shillong
4. Meerut	22. Aurangabad	40. Dimapur
5. Ghaziabad	23. Raipur	41. Izwal
6. Ludhiana	24. Kandla	42. Imphal
7. Amritsar	25. Surat	43. Silcher
8. Patiala	26. Ratlam	44. Vishakhapatnam
9. Faridabad	27. Nasik	45. Coimbatore
10. Hissar	28. Rajkot	46. Vijayawada
11. Ambala	29. Amrawati	47. Salem
12. Rohtak	30. Durgapur	48. Calicut
13. Karnal	31. Muzzaffarpur	49. Belgaum
14. Ajmer	32. Paradip port	50. Kannore
15. Kota	33. Bokaro	51. Hubli
16. Jodhpur	34. Dhanbad	52. Trichur
17. Udaipur	35. Burnpur-Asansol	53. Pondicherry
18. Bikaner	36. Gangtok	

The sanction may issue as in Annexure-I.

4. As two meetings during the year are supposed to be held by each Town Official Language Implementation Committee, the amount will be sanctioned to each T.O.L.I.C. in two instalments (Rs. 2000 & Rs. 1000), as the case may be. The authorisation for Second instalment will be issued after obtaining, from the Chairman of each T.O.L.I.C. expenditure/utilisation certificate as in Annexure-II, containing balance of unspent amount, if any, after the first six monthly meeting. The exact amount of second instalment will be determined in each case in such a manner that the total amount available including the balance left over after the first meeting with any particular T.O.L.I.C. for the second six monthly meeting does not exceed Rs. 2000/- and Rs. 1000/- in respect of big T.O.L.I.C.s & small T.O.L.I.Cs respectively.

5. A copy of the sanction issued by the concerned Deputy Director will be endorsed to the Deputy Secretary (Implementation), Deptt. of Official Language with the endorsement that sanction is being issued only on receipt of the utilisation certificate from the chairman of the concerned Town Official Language Implementation Committee.

6. The concerned Deputy Director will send a detailed statement of expenditure as in Annexure-III every six month by 31st October & 30th April to Deputy Secretary (Implementation) Deptt. of Official Language.

7. This issues with the approval of integrated Finance under their UO. No. 207 (H) Fin-I/88 dated 15-6-88.

ANNEXURE-I

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF OFFICIAL LANGUAGE
REGIONAL IMPLEMENTATION OFFICE

To

The Pay & Accounts Office (Sectt.),
Ministry of Home Affairs,
C-I Hutments, Dalhousie Road,
NEW DELHI.

Subject :— **Reimbursement of expenditure to be incurred on the meetings of Town Official Language Implementation Committees.**

Sir,

Sanction of the Govt. of India is hereby conveyed for incurring expenditure not exceeding Rs.
(in words)..... in connection with reimbursement of expenditure incurred on Town Official Language Implementation Committees' meeting for the year.....

2. The disbursement of this amount to the Chairmen of various T.O.L.I.Cs will be as follows :—

Sl. No.	Chairman TOLIC (Name of TOLIC)	Amount proposed to be reimbursed (Rs.)
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3. The authorisation for second instalment will be issued by the Deptt. of Official Language after ascertaining about the balance of unspent amount, if any, after the first six monthly meeting from the Chairman of each TOLIC. The exact amount of second instalment will be determined in each case in such a manner that the total amount available including the balance left over after the first meeting with any particular TOLIC for the second six monthly meeting does not exceed Rs. 2000/- & Rs.1000/- in respect of big TOLICs & small TOLICs respectively.

4. The aforesaid amount may please be spent in connection with the meetings of Town Official Language Implementation Committees. It should, however be kept in view that lunch should be served only if the meeting is likely to extend beyond noon otherwise light refreshments can be served. The rest of amount can be spent on other sundry items of expenditure to be incurred in connection with the meeting. The Chairman can take a decision in this regard at his own level.

5. The Chairmen of TOLICs are requested to make arrangements for maintaining accounts of the expenditure with the help of the Member-Secretary. The expenditure will be reimbursed by the Deputy Director (Implementation) Department of Official Language, Regional Implementation Office....., half-yearly, after 1st meeting of TOLIC, when an expenditure/ utilisation certificate about the expenditure incurred on TOLIC meeting is received by him duly signed by the Chairman of TOLIC. It is requested that the expenditure/ utilisation certificate in respect of the first meeting of the year may be invariably sent in the month of October & in respect of second meeting in the month of April to the Deputy Director (Imp.) Deptt. of Official Language, Regional Implementation Office..... It is essential that two meetings are held in a year.

6. The expenditure is debitable to the Major Head "2070-Grant No. 41-Sub-head C-6(3)(3)-Town Official Language Implementation Committees (Plan) 1988-89.

Yours faithfully,
DEPUTY DIRECTOR (IMPLEMENTATION)

Copy to :—

1. Chairman (Concerned TOLICs)
2. Deputy Secretary (Implementation) Department of Official Language Lok Nayak Bhavan, New Delhi—The sanction is being issued on receipt of utilisation certificate from the Chairman of the concerned Town Official Language Implementation Committees.

ANNEXURE-II

EXPENDITURE/UTILISATION CERTIFICATE

1. This is to certify that an expenditure of Rs..... (Rupees.....) (in words) has been incurred in connection with holding a meeting of the Town Official Language Implementation Committee..... held on..... (Name of Town) Date) 2. Rs..... (Rupees.....) (in words) is the unspent balance out of Rs..... (Rupees.....) (in words) sanctioned by the

Department of Official Language & remitted vide their letter No..... dated.....

3. It is also certified that the amount mentioned in para 1 above has only been utilised for the purpose for which it was sanctioned.

Signature of the Chairman TOLIC.....
Name (in BLOCK letters).....
Designation
Office/Department.....

Date :
Place :

SIX MONTHLY STATEMENT OF EXPENDITURE ON TOLICs

Name of the Regional Implementation Office.....

I. No.	Name of the TOLICs	Amount Sanctioned up to 31st Oct./30th April
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TOTAL

Signature of the Deputy Director
(with office Stamp)

212. O.M. No. 12027/39/88-OL (B-2) dated 22-9-88

Subject :— Inclusion of items in the agenda for detailed discussions in the meetings of Town Official Language Impl. Committees.

Town Official Language Implementation Committees have been set up in major cities of the country to give an impetus to the progressive use of Hindi. Representatives from various Central Govt. Offices, undertakings and nationalised banks participate in the meetings of these Town Official Language Implementation Committees and discuss about the achievements and problems relating to implementation of Official Language policy of the Govt. Guidelines have already been issued regarding discussions in these meetings, vide Department of Official Language's O.M. No. 12027/2/79-OL(B-I), dated 3-9-79, but it has been noticed that some Town Official Language Implementation Committees have not been complying with these instructions properly and consequently the discussions held in these meetings with regard to implementation are not result oriented. The matter has therefore, been reviewed and it has been decided that following items should invariably be included in the agenda of the meetings of Town Official Language Implementation Committees :—

Sl. No.	Subject	Page
1.	List of Central Govt. Offices/Undertakings/Nationalised Banks situated in the Town.	
2.	Items of the Agenda.	
3.	Confirmation of the minutes of the last meeting.	
4.	Action taken on decisions arrived at in the last meeting.	
5.	Review and discussion on the figures given by various offices keeping in view the prescribed targets on the following points :—	
	(a) Hindi knowledge & Training of employees.	
	(b) Position regarding Hindi Typing/Stenography.	
	(c) Position regarding Hindi Typewriters.	
	(d) Position regarding papers issued under Section 3(3) of Official Language Act.	
	(e) Position regarding letters received in Hindi.	
	(f) Position regarding correspondence.	
	(g) Position regarding Hindi Work-Shops.	
	(h) Position regarding Hindi posts.	
	(i) Position regarding—forms, Rubber stamps, nameplates etc.	
6.	Position regarding Hindi week/day or other Hindi Competitions organised during the year. _____	
7.	Position relating to compliance of Annual programme.	
8.	Any other item—with the permission of the Chair.	

It is requested that while preparing the agenda in future, the facts mentioned above be kept in view so that the discussions held in these meetings with regard to the progressive use of Hindi could be result oriented.

213. O.M. No. 11015/26/73-OL, dated 29th January, 1974.

Subject : — Official Language Implementation Committees—criterion for employees of offices for setting up these Committees.

The undersigned is directed to refer to the Ministry of Home Affairs Office Memoranda M.H.A.O.M No. 5/69/69-OL dated 25th October, 1969; M.H.A.O.M. No. 5/41/70-OL(CELL) dated 12th Oct. 1970; M.H.A.O.M. No. 11015/57/72-OL dated. 29 December, 1972— M.H.A.O.M. No. 11013/8/73-OL (x) and O.M. No. 11013/8/73-OL (xi) dated 6th December, 1973 and to say that it has been brought to the notice of this Ministry that some of the offices are too small for the setting up of the Official Languages Implementation Committees and enquiries have been made as to the criterion that should be observed with reference to the size of the offices for the setting up of these Committees. The matter has been considered in this Ministry and it is clarified that Official Languages Implementation Committees must be set-up in offices where there are 25 or more employees excluding Class IV staff. In other offices the Ministries/Departments should use their discretion whether or not such Committees should be set-up. However, where two or more offices of the same Ministry/Department are located in the same station, combined official Language Implementation Committees may be set-up provided the total number of employees, excluding Class IV staff, in such offices is 25 or more. Ministry of Finance etc. are requested to bring these instructions to the notice of all concerned. A copy of the instructions issued in the matter may also be endorsed to this Ministry (O.L. Cell), for information and record.

214. O.M. No. 11/20034/5/87-OL(A-2) dated 13-1-88

Subject : — Inviting members of Hindi Salahkar Samitis in OLIC—clarification regarding.

Ministries/Departments were advised *vide* this Department's O.M. No. 11/20034/4/79-OL(A-2) dated 19th April, 1979 (as amended by O.M. of 13th July, 1979) that an easily available non-Official member of the Hindi Salhakar Samiti of the concerned Ministry may be invited in meetings of Official Language Implementation Committees as observer. Some Departments have experienced difficulties in implementing the instructions. They are not able to decide whether inviting such a non-official member in meetings of OLIC is compulsory or not and upto what level of committees such member may be invited. Necessary clarifications in this regard are given below.

2. This Department's Office Memorandum of 19th April, 1979 (as amended) only advises about inviting a non-official member of Hindi Salahkar Samiti in meetings of Implementation Committee as observer. A final decision in this regard has to be taken by the concerned department itself. It is also clarified that the said instructions apply to Official Language Implementation Committees of the main Ministries/Departments and the zonal level committees of their subordinate offices. Zonal level committees means committees of zonal headquarters. That is, if a Ministry so decides, it may invite a non-official member of its Hindi Salahkar Samiti in each implementation committee of the Ministry, committees of headquarters of the Attached/Subordinate offices and Undertakings and those of Zonal Headquarters.

CHAPTER 4

DEPARTMENTAL MEETINGS AND PERIODICAL REPORTS

215. O. M. No. 20033/1/83-OL(B-1) dated 10-2-83

Subject :— Proforma of Quarterly Progress Report relating to progressive use of Hindi in the Central Govt. offices located in Tamil Nadu.

As all Ministries/Departments are aware, Quarterly Progress Reports are collected from all Ministries/Departments and offices etc. with a view to keeping a watch on the progress of implementation of the Official Language policy of the Government of India. The reports of the Ministries and Departments are reviewed by the Department of Official Language while the reports of attached, subordinate and other offices are reviewed by their Head offices or by the concerned Ministries. These reports are also reviewed in the meetings of the Official Language Implementation committees set up at various levels.

2. Many Central Government offices are located in Tamil Nadu. While the Official languages Rules, 1976 are not applicable to Tamil Nadu, the official Languages Act, 1963 are applicable to Central Government offices located in Tamil Nadu. In view of this position, a separate brief proforma which seeks only some general information besides the position relating to compliance with the provisions of the Official Languages Act, 1963 has been prepared.

It is requested that all Ministries and Departments may arrange to send copies of this proforma to all their Offices, companies, corporations, banks, etc. located in Tamil Nadu and ask them to make use of this proforma for the progress report for use of Hindi in Office work.

Quarterly Progress Report regarding implementation of the essential provisions of the Official Languages Act, 1963 in the Central Government Offices located in Tamil Nadu

Quarter ending :

Name of the Office :

Part-I—Information regarding Hindi training.

1. Knowledge of Hindi possessed by the staff (excluding Group 'D' employees)

Gazetted	Non-Gazetted
----------	--------------

- (a) Total number of employees :
(b) Number of employees having working knowledge of Hindi :

2. Employees who are expected to do typing/stenography

Typists	Stenographers
---------	---------------

- (a) Total Number
(b) Number of those who know Hindi typing/Hindi stenography

Part-II—Position regarding Hindi staff and availability of Devanagari Typewriters.

3. (a) Number of Hindi Officers :
(b) Number of Translators :

4. Number of Typewriters —

Devanagari : _____

Roman : _____

Part-III—Position regarding implementation of the Official Languages Act, 1963.**5. Documents issued under Section 3(3) of the Official Languages Act.**

Issued bilingually both in Hindi & English	Issued in English only
--	---------------------------

- (a) General Orders (Orders, instructions, circulars, memoranda etc.)
- (b) Resolutions, Notifications and Rules.
- (c) Administrative and other reports.
- (d) Press Communiques.
- (e) Licences and permits.
- (f) Notices and forms of tenders, contracts and agreements.
- (g) Papers laid before the Houses of Parliament.

Part-IV—General Information**6. Availability in bilingual form of codes, Manuals, Forms and Procedural literature issued/prescribed by the Ministry/Department/Head Offices. (This information should be given only in the Report for the quarter Jan-March)**

- (a) Total Number :
- (b) Number of those available in bilingual form (in Hindi & English).

7. Rubber stamps, Name plates and sign boards (In the report for the quarter Jan-March).

Bilingual	
(in Hindi & English)	in English only

- (a) Number of Rubber stamps
- (b) Number of name plates and sign boards.

8. Setting up of the Official Language Implementation Committee.

- (a) Has the Official Language Implementation Committee been set up to keep a watch on the implementation of the Official Language Act and the position of Hindi Training ?
- (b) If so, are its meetings being held regularly.

9. Names, designations and Telephone Nos. of the officers concerned with the work relating to official language.

- (a) Head of office :
- (b) Official Language Officer:
- (c) Hindi Officer :

216. O.M. No. 20003/3/87-OL(B-I) dated 21-9-87

Subject : —Proforma for the information to be furnished for the meetings of Departmental Implementation Committees

The undersigned is directed to state that the information made available at the time of quarterly meetings of the Official Language Implementation Committees of various Ministries & Departments, many a times does not contain information concerning important matters for discussion. Keeping this in view it has been decided by the Department of Official Language after detailed consideration that the information may be compiled on a prescribed proforma at the time of meetings of the Departmental Implementation Committee, in all the Ministries/Departments and other offices and made available to all the members so that the data concerning all important items become available during the discussion and decisions taken keeping in view the position on the basis of the data. A copy of the proforma, approved by Secretary, Department of Official Language is enclosed. The Ministries/Departments are requested to make use of this proforma for compiling the information to be furnished in the quarterly meetings of Official Language Implementation Committees.

2. Ministries etc. may kindly direct their attached/subordinate offices and undertakings that they should also make use of this proforma for furnishing the information in quarterly meetings of their departmental Implementation Committees.

3. Meetings of official Language Implementation Committees of Ministries/Departments should be convened regularly in each quarter and Deptt. of Official Language be informed in this regard at least 10 days in advance. Officers of the rank of Deputy Secretary from Deptt. of Official Language will participate in these meetings and at the time of review, progress made in achieving the targets fixed in the Annual Programme will be seen. In every meeting special attention should be paid to the action taken in respect of shortcomings noticed in the last meeting.

Proforma for furnishing data concerning some important items in the quarterly meetings of Departmental Implementation Committees of Ministries/Departments

S. No.	Ministry/Department
1.	Consideration of actual position of the figures contained in the Quarterly Progress Report pertaining to section 3(3) and its correspondence. (i) The basis of data so furnished. (ii) Whether or not the diary and issue registers as prescribed in O & M manual are maintained. Whether the relevant columns in them are correctly completed.

2. Position regarding Hindi posts in the Ministry/Department

Name of Department	Designation	No. of posts		Vacant since when	Action taken in filling the vacant posts	No. of additional posts required as per prescribed standard	Present position in regard to creation of additional posts
		Sanctioned	Vacant				
1	2	3	4	5	6	7	8

3. Position regarding Hindi posts in attached and subordinate Offices

Name of Office	Designation	No. of posts		Vacant since when	Action taken in filling the vacant posts	No. of additional posts required as per prescribed standard	Present position in regard to creation of additional posts
		Sanctioned	Vacant				
1	2	3	4	5	6	7	8

4. Purchase of Devanagari Typewriters in Ministry/Department

	Roman	Hindi	Percentage of Hindi Typewriters	Target fixed in the Annual Programme
	1	2	3	4
(A) Total Number of Typewriters				
(B) Number of typewriters purchased during the quarter				

10. Purchase of computers and other electronic equipments in Ministries/Departments and Attached/Subordinate Offices

Name of Ministry/Department/Office	Details of Computers, word processors, electronic typewriters etc., installed during the Quarter	Whether or not these are in bilingual form	Detailed of equipment not installed bilingually and whether or not the permission from Department of Official language was obtained
1	2	3	4

11. Option of Hindi medium in Departmental Examinations for Offices situated in Region—'A'

Name of Office situated in region 'A'	Name of examination for departmental recruitment/Promotion	Whether or not the option is to answer papers, other than English in Hindi	If not, what are the reasons and what action is being taken in this regard
1	2	3	4

217. O.M. No. 20003/2/87-OL(B-I) dated 25-4-88

Subject : —New proforma of Quarterly Progress Report regarding progressive use of Official Language in Attached/Subordinate Offices/Undertakings.

As you are aware this Deptt. has prescribed a quarterly progress report for assessing the progress made regarding implementation of Govt. orders an official language of the Union, which is regularly sent. The committee formed under the Chairmanship of Joint Secretary(OL) to revise the proforma of the said report has amended the same and a copy of the revised proforma is enclosed.

All Ministries/Departments are requested to circulate the proforma to their attached/subordinate offices and undertaking etc. and direct them to send the quarterly progress report in the enclosed proforma to the Ministries/Departments. This may also be ensured that a copy of the said report is also sent to the Regional Implementation offices of the Deptt. of Official Language.

Quarterly progress Report regarding progressive use of Hindi in Attached/Subordinate Offices/Undertakings

Name of the Ministry/Department	Name of the Office/Undertaking			
Date	Quarter ending			
	Issued Bilingually	Issued in English only	Total	
1. Documents issued under Section 3(3) of the Official Languages Act during the quarter				
(a) General Orders				
(b) Memoranda, Resolutions, Notifications, Rules, Admn. and other reports				
(c) Others (kindly specify)				
2. Correspondence in Hindi				
(a) Total number of letters etc. received in Hindi				
(b) Number of those replied to in Hindi				
(c) Number of those replied to in English				
(d) Number of those not required to be replied				

3.(1)(a) For Offices/Undertakings in Region 'A'

Details of letters sent by Offices/Undertakings

	Total letters		Percentage of letters in Hindi		
	In English	In Hindi	In this quarter	Previous quarter	Target
	1	2	3	4	5
(a) Letters etc. sent to Region 'A' and 'B'					
(b) Letters etc. sent to Central Government Offices located in Region 'C'					
Total					

(2) For Offices/Undertakings located in Region 'B'

Details of letters sent by Offices/Undertakings

	Total letters		Percentage of Hindi letters		
	In Hindi	In English	In this quarter	Previous quarter	Target
	1	2	3	4	5
(1) Letters etc. sent to State Governments/Administrations of Union territories, their offices or non-official persons in Region 'A' & 'B'					
(2) Letters etc. sent to Central Govt. Offices located in Region 'B'					
(3) Letters etc. sent to Central Govt. Offices located in Region 'C'					
Total					

(3) For Offices/Undertakings located in Region 'C'

Details of letters sent by Offices/Undertakings

	Total letters		Percentage of Hindi letters		
	In Hindi	In English	In this quarter	Previous quarter	Target
	1	2	3	4	5
(1) Letters etc. sent to State Governments and non-official persons in Region 'A' & 'B'					
(2) Letters etc. sent to Central Government Offices located in Region 'A' & 'B'					

(b) Details of Telegrams sent by offices/undertakings in Region 'A' & 'B'

	Total Telegrams		Percentage of Hindi Telegrams		
	In Hindi	In English	In this Quarter	Previous Quarter	Total
	1	2	3	4	5

- (1) Telegrams sent to region 'A' & 'B'
- (2) Telegrams sent to Central Govt. offices located in region 'C'
- 4. (a) Total No. of Officers/Employees possessing proficiency in Hindi
- (b) How many are submitting drafts in Hindi as specified by Department of Official Language (For offices/undertakings located in region A & B

- 5. (a) Total No. of Sections
- (b) How many of them are specified to do cent percent work in Hindi During the quarter Total till day
- (c) In how many sections certain subjects have been specified to be dealt with in Hindi

- 6. Incentive Schemes for doing original work in Hindi
- (a) Has the Incentive Scheme been introduced
- (b) How many Employees are participating in it

- 7. Option for use of Hindi in departmental and promotional examinations
- (a) Total No. of Examinations
- (b) No. of Examinations for which bilingual question papers are available
- (c) No. of Examinations where, except the question paper of English for option to answer question in Hindi is available
- (d) List of Examinations where, bilingual question papers are not available or no option to answer question in Hindi has been allowed

Note.—In this only the information regarding the examination conducted by the attached and subordinate offices may be given.

- 8. Position regarding offices controlled by offices/undertakings
- (a) Total number of offices in region 'A' & 'B'
- (b) Out of the above how many offices have been notified under Rule 10(4) upto now
- (c) Total number of offices in region 'C'
- (d) Out of the above how many offices have been notified under Rule 10(4)
- (e) Total number of offices wherein number of employees are more than 25
- (f) Out of the above in how many offices Official Language Implementation Committees have been constituted
- (g) In how many offices meeting of Official Language Implementation Committee has not been held during the quarter

- 9. Inspection by the Officers of the offices/undertakings regarding progressive use of Hindi
- (a) Total number of offices inspected during the quarter
- (b) Number of offices inspected so far during the year

10.	1	For offices located in region 'A' & 'B'		For offices located in region 'C'	
		Officers	employees	Officers	Employees
		2	3	4	5

- (a) Total number of officers and employees
- (b) Number of those having working knowledge of Hindi

11. Training (Hindi)

(1) For offices located in region 'A' & 'B'

Prabodh Praveen Pragma

- (a) Number of officers who are/to be trained in Hindi
- (b) How many of them are undergoing training
- (c) Number of employees who are yet to be trained.
- (d) How many of them are undergoing training.

(2) For offices located in Region 'C'

- (a) Number of officers who are yet to be trained in Hindi
- (b) How many of them are undergoing training
- (c) Number of employees who are yet to be trained in Hindi
- (d) How many of them are undergoing training

Note.—The figures to be given in respect Prabodh, Praveen and Pragma should be on the basis of last examination required to be qualified by the employees. For example, if Pragma training is to be imparted to any employee, he/she should be shown under Pragma column in part 'A' if he/she has also to receive training for Prabodh/Praveen.

12. Workshops

- (a) How many officers/employees are having working knowledge of Hindi who are yet to be trained in a workshop
- (b) How many officers/employees have been trained in workshops during the quarter
- (c) How many officers/employees have so far been trained in workshops during the year.

13. Details of Officers of the Offices/Undertakings, who are trained in Hindi and who work in Hindi.

Trained in Hindi workshop	Those working in Hindi
2	3

Officers
Employees

4. Training in translation

- (a) How many officers/employees are doing translation work
- (b) How many of them have received training from the Central Translation Bureau?
- (c) How many of them are yet to be trained

15. Training (Stenography/Typing)

Stenography Typing

- (a) Total number of Stenographers and Typists
- (b) Number of those knowing Hindi Stenography/Typing
- (c) Number of those from whom Hindi Stenography/Typing work is taken
- (d) Number of those who are required to be trained in Hindi Stenography/Typing
- (e) Number of those who are undergoing training
- (f) How many Stenographers/Typists have been recruited during the quarter
- (g) How many of them know Hindi Stenography/Typing

16. Details regarding Typewriters

	Roman	Hindi	Percentage of Hindi Typewriters	Targets in Annual Programme
	1	2	3	4
(a) Total Typewriters				
(b) Number purchased during the quarter				

17. (A) Details regarding other mechanical devices

	Roman	Hindi	Bilingual	Total
	1	2	3	4
(1) (a) Total number of Electronic Typewriters				
(b) Number purchased during the quarter				
(2) (a) Total number of Teleprinters				
(b) Number purchased during the quarter				
(3) (a) Total number of Telex machines				
(b) Number purchased during the quarter				
(4) Total number of Addressographs				
(b) Number purchased during the quarter				
(5) (a) Total Word processors				
(b) Number purchased during the quarter				
(6) (a) Total number of Computers				
(b) Number purchased during the quarter				
(7) (a) Total number of other equipments (Details may be indicated)				
(b) Number purchased during the quarter				

Note.—The information regarding computers may be confined to such computers which are used either for process control or those which are analogue one.

17. (B) Computerisation

- (1) Is any computerisation scheme under consideration or being made to use it bilingually
- (2) If yes, is the software being prepared in Hindi and arrangements being made to use it bilingually

18. Translation of Codes, Manuals, Forms etc.

	Codes/Manuals, Procedural Literature	Forms
	1	2
(a) Total number		
(b) Number printed/cyclostyle bilingually		
(c) Number yet to be translated		
(d) Number which have been translated, but not yet printed bilingually		
(e) Number printed but have not yet been distributed to subordinate offices		

19. Information regarding Hindi posts in the Headquarter of the Offices/Undertakings

Sl. No.	Designation	No. of posts		Since when lying vacant	Action taken for filling up post
		Sanctioned	Vacant		
1	2	3	4	5	6

20. (a) Information regarding filling up the Hindi posts in subordinate Offices

S. No.	Name of Office	Designation	No. of posts		Since when lying vacant	Action taken for filling up the vacant posts
			Sanctioned	Vacant		
1	2	3	4	5	6	7

(b) Information regarding creation of Hindi posts in Subordinate Offices

Sl. No.	Name of Office	Date of the letter sent by the office regarding creation of posts	How many posts have been proposed for creation		If the proposal has been sent to Ministry of Finance give its Date	If creation of the posts is being delayed the reasons, therefor
			Designation	No.		
1	2	3	4	5	6	7

21. Details of Officers concerned with the Official Language

- (a) Name & Telephone No. of Rajbhasha Adhikari/Chairman of the Implementation Committee
- (b) Name & Telephone No. of Hindi Officer

Signature.....
 Name of the forwarding Officer.....
 Designation.....
 Telephone No.

218. O.M. No. 20003/2/87-OL(B-I) dated 30-6-88

Subject : —New proforma for Quarterly Progress Report regarding progressive use of Hindi in the attached/subordinate offices/undertakings

The column 14(c) of the new proforma for quarterly progress report circulated vide this Departments O.M. of even number dated 25-4-88/6-6-88 may be read as under:—

“How many of them are being trained”.

219. O.M. No. 20003/2/87-OL(B-I) dated 26-4-88

Subject : —New Proforma of Quarterly Progress Report regarding progressive use of Official Language to be applicable to Ministries/Departments from the first quarter of 1988

Ref : O.M. No. 20003/2/87-OL(B-I) dated 13/20th July, 87

The undersigned is directed to say that keeping in view the target of the annual programme and the relevant aspects and in order to ensure that complete requisite information is reflected it has been decided to amend the proforma relating to quarterly progress report regarding official language to be sent to the Department of official language by the Ministries/Departments from the first quarter of 1988-89. A copy of the amended Proforma is enclosed.

All the Ministries/Departments are requested to send their progress reports for the quarter ending on 30th June, 1988 in the new proforma only.

Quarterly Progress Report regarding progressive use of Hindi in Ministries/Departments

Name of the Ministry/Department

Date

Quarter ending

1. Documents issued under Section 3(3) of the Official Languages Act during the quarter.	Issued bi-lingually	Issued in English only	Total
1	2	3	4
(a) General Orders			
(b) Memoranda, Resolutions, Notifications, Rules, Administrative and other reports			
(c) Others (Kindly specify)			

2. Correspondence in Hindi

- (a) Total number of letters etc. received in Hindi
- (b) Number of those replied to in Hindi
- (c) Number of those replied to in English
- (d) Number of those not required to be replied

3. (a) For Ministries/Departments in Region 'A' & 'B'

Details of letters sent by Ministries/Departments.

	Total Letters		Percentage of Letters in Hindi		
	In Hindi	In English	In this Quarter	Previous Quarter	Target
	1	2	3	4	5
(1) Letters etc. sent to state Govt.'s /Administrations of Union territories, their offices or non-official persons in region 'A' and 'B'					
(2) Letters etc. sent to Central Government Offices located in region 'A' and 'B'					
(3) Letters etc. sent to Central Govt. Offices located in region 'C'					
TOTAL					

Note : The figures regarding correspondence between Ministries are not to be included.

3(b) Details of telegram sent by Ministries/Deptts.

Total telegrams		Percentage of Hindi Telegrams		
In Hindi	In English	In this Quarter	Previous Quarter	Target
1	2	3	4	5

- (1) Telegrams sent to region 'A' & 'B'
- (2) Telegrams sent to Central Govt. offices located in region 'C'

3. (c) For Ministry/Departments located in region 'C'

Details of letters sent by Ministries/Departments.

Total letters		Percentage of Hindi letters		
In Hindi	In English	In this Quarter	Previous Quarter	Target
1	2	3	4	5

- (1) Letters etc. sent to State Governments and non-official persons in region 'A' & 'B'
- (2) Letters etc. sent to Central Govt. Offices located in region 'A' & 'B'

Note : The figures regarding correspondence between Ministries are not to be included.

4. (a) Total No. of Officers/employees possessing proficiency in Hindi
- (b) How many are putting up drafts in Hindi as specified by Department of Official Language

During the Quarter	Total till day
--------------------	----------------

5. (a) Total No. of Sections
- (b) How many of them are specified to do centpercent work in Hindi
- (c) In how many Sections certain subjects have been specified to be dealt with in Hindi.

6. Incentive Scheme for doing original work in Hindi

- (a) Has the Incentive Scheme been introduced
- (b) How many employees are participating in it.

7. Option for use of Hindi in departmental and promotional examinations.

- (a) Total No. of Examinations
- (b) No. of Examinations for which bilingual question papers are available
- (c) No. of Examinations where, except the question paper of English option to answer question in Hindi is available
- (d) List of Examinations where biligual question papers are not available or no option to answer question in Hindi has been allowed

Note : In this the information regarding all departmental/promotional examinations conducted by the Ministries/Departments is included, even though these examinations are conducted by the Ministries/Departments for the employees of Attached/Subordinate offices.

8. Position regarding offices controlled by Ministries/Departments.

	Attached Office	Subordinate Office	Company/ Corporation
(a) Total number of Offices in region 'A' & 'B'			
(b) Out of the above how many offices have been notified under Rule 10(4) upto now.			
(c) Total number of offices in region 'C'			
(d) Out of the above how many offices have been notified under Rule 10(4)			
(e) Total number of offices where number of employees are more than 25			
(f) Out of the above in how many offices Official Language Implementation Committees have been constituted			
(g) In how many offices no meeting of Official Language Implementation Committee has been held during the quarter			
(h) No. of employees having working knowledge of Hindi.			

9. Inspection by the officers of the Ministry/Deptt. regarding progressive use of Hindi :

(a) Total Number of offices inspected during the quarter	
(b) Number of offices inspected so far during the year	

	Gazetted	Non-gazetted
10. (a) Total number of officers and employees		
(b) Number of those having working knowledge of Hindi.		

11. Training (Hindi)

(1) For offices situated in region 'A' & 'B'

	Prabodh	Praveen	Pragya
(a) Number of officers who are to be trained in Hindi			
(b) How many of them are undergoing training			
(c) Number of employees who are to be trained in Hindi			
(d) How many of them are undergoing training			

(2) For offices situated in region 'C'

Note : The figures to be given in respect of Prabodh, Praveen & Pragya should be on the basis of last examination required to be qualified by the employees. For example, if Pragya training is to be imparted to an employee, he/she should be shown under Pragya column in part 'A' if he/she has also to receive training for Prabodh/Praveen, he/she should not be shown under Prabodh/Praveen.

12. Workshops

(a) How many officers/employees are having working knowledge of Hindi who are yet to be trained in a workshop.	
(b) How many officers/employees have been trained in workshops during the quarter	
(c) How many officers/employees have so far been trained in workshops during the year	

13. Details of officers of the Ministry/Department who are trained in Hindi and who work in Hindi

	Trained in Hindi	Those working in Hindi
Officers		
Employees		

14. Training in translation

- (a) How many officers/employees are doing translation work
- (b) How many of them have received training from the Central Translation Bureau ?
- (c) How many of them are yet to be trained

15. Training (Stenography/Typing)

	Stenography	Typing
(a) Total number of Stenographers and Typists		
(b) Number of those knowing Hindi Stenography/Typing		
(c) Number of those from whom Hindi Stenography/Typing work is taken		
(d) Number of those who are required to be trained in Hindi Stenography/Typing		
(e) Number of those who are undergoing training		
(f) How many Stenographers/Typists have been recruited during the quarter		
(g) How many of them know Hindi Stenography/Typing		

16. Details regarding Typewriters

	Roman	Hindi	Percentage of Hindi typewriters	Target in Annual Programme
	1	2	3	4
(a) Total No. of Typewriters.				
(b) Number purchased during the quarter				

17. (A) Details regarding other mechanical devices

	Hindi	Roman	Bilingual	Total
1. A. Total number of Electronic Typewriters				
B. Number purchased during the quarter				
2. A. Total number of Teleprinters				
B. Number purchased during the quarter				
3. A. Total number of Telex machines				
B. Number purchased during the quarter				
4. A. Total Number of Addressographs				
B. Number purchased during the quarter				
5. A. Total number of Word Processors				
B. Number purchased during the quarter				
6. A. Total number of Computers				
B. Number purchased during the quarter				
7. A. Total number of other equipments (details may be indicated)				
B. Number purchased during the quarter				

Note : The information regarding computers may be confined to such computers wherein some script (Roman/Devanagari) is used. No information is required about such computers which are used either for process control or those which are analogous ones.

17.(B) Computerisation

- (1) Is any computerisation scheme under consideration or being implemented.
- (2) If yes, is the software being prepared in Hindi and arrangements being made to use it bilingually.

18.(A) Translation of Codes, Manuals, Forms etc.

	Codes/Manuals, Procedural Literature	Forms
	1	2
(a) Total number		
(b) Number printed/cyclostyled bilingually		
(c) Number yet to be translated		
(d) Number which have been translated, but not yet printed bilingually		
(e) Number printed but have not yet been distributed to Subordinate offices		

18 (B) Statutory Rules

- (a) Number of Rules of which Hindi version has not been published so far
- (b) When were the above Rules sent to Ministry of Law for translation

18. Information regarding Hindi posts in the Ministry/Departments

Sl. No.	Designation	No. of posts		Since when lying vacant	Action taken for filling up the vacant posts
		Sanctioned	Vacant		
1	2	3	4	5	6

20. (a) Information regarding filling up the posts of Hindi Officers in Attached & Subordinate Offices

Sl. No.	Name of Officer	Designation	No. of posts		Since when lying vacant	Action taken for filling up the vacant posts
			Sanctioned	Vacant		
1	2	3	4	5	6	7

(b) Information regarding creation of Hindi Posts in Attached & Subordinate Offices

Sl. No.	Name of Office	Date of the letter sent by the office regarding creation of posts	How many posts have been proposed for creation	If the proposal has been sent to Ministry of Finance give its date	If creation of the posts is being delayed, the reasons, therefor
1	2	3	4	5	6

21. Details of officers concerned with the Official Language

- (a) Name & Telephone No. of Rajabhasha Adhikari (Jt. Secy.)
- (b) Name & Telephone No. of Director/Deputy Director/Assistant Director.

SIGNATURE
 Name of the forwarding officer
 Designation
 Telephone No.

220. O.M. No. 20003/4/87-O.L. (B-1) dated 4-10-88.

Subject :—Introduction of new proforma of Quarterly Progress Report & targets of correspondance in respect of Banks/Financial Institutions.

The undersigned is directed to say that the following targets of correspondene have been fixed for Banks/Financial Institutions :—

- 1. For letters to be sent from Region 'A' = 90%
- 2. For letters to be sent from Region 'B' . = 50%
- 3. For letters to be sent from Region 'C' . = 10%

In addition to this a new proforma (copy enclosed) is required to be used by Banks/Financial Institutions for quarterly progress report.

Proforma of Quarterly Progress Report regarding progressive use of Hindi in the Public Sector Banks/Financial Institutions

(Wherever annual information has been sought for, it means financial year i.e. April—March)

Name of the bank/Financial institution :

Name of the Branch/Office :

Date : Quarter ending :

1. Documents issued under Section 3(3) of the Official Languages Act.

	Issued bilingually	Issued in English only	Total
(a) General orders			
(b) Memorandum, Resolution, Notifications, Rules, Administrative and other Reports			
(c) Others (Please clarify)			

2. Correspondence in Hindi

- (a) Total number of letters etc. received in Hindi
- (b) Number replied to in Hindi
- (c) Number replied to in English
- (d) Need not required to be replied

3. (a) Details of the letters sent by branch/office :

	Total letters	In Hindi	In English	Percent of letters in Hindi		Target
				In this quarter	In the last quarter	
(i) Sent from Region 'A'						
(ii) Sent from Region 'B'						
(iii) Sent from Region 'C'						

3. (b) Details of the telegrams sent by office/branch :

Percent of Telegrams in Hindi

	Total Telegrams	In Hindi	In English	In this quarter	In the last quarter	Target
(i) Sent from Region 'A'						
(ii) Sent from Region 'B'						
(iii) Sent from Region 'C'						

4. In the administrative offices situated in Region 'A' & 'B' only and notified under Rule 10(4) :

- (a) Total number of officers/employees having proficiency in Hindi
- (b) How many among them are submitting drafts in Hindi as specified by Department of Official Language

5. Incentive Scheme for original work in Hindi :

- (a) Whether incentive scheme has been made applicable
- (b) How many employees are participating in the year

6. Optional use of Hindi in the Departmental and promotional tests :

- (a) Total number of tests conducted in the year
- (b) Number of tests in which bilingual question papers are available
- (c) Number of tests in which option to reply in Hindi, excluding English question paper, is available
- (d) List of tests in which question papers are not bilingual or there is no option to reply in Hindi

7. Position regarding all offices of banks/financial institutions

- (a) Total number of offices/branches in Region 'A' & 'B'
- (b) How many offices/branches mentioned above are notified under 10(4)
- (c) Total number of offices/branches in Region 'C'
- (d) How many offices/branches mentioned in (c) are notified under 10(4)
- (e) Number of offices, where the number of employees is more than 25
- (f) In how many offices amongst them Official Language Implementation Committees have been set up
- (g) In how many of them quarterly meetings are not held

8. Inspection carried out by bank officers in connection with progressive use of Hindi :

- (a) Total number of offices inspected in the quarter
- (b) Total number of offices inspected in the year

Officers Employees

- 9. (a) Total number of officers and employees
- (b) Total number of officers and employees having working knowledge of Hindi

10. Training (Hindi)

- (a) Number of officers yet to be trained in Hindi
- (b) Number of them, under training
- (c) Number of employees remaining to be trained in Hindi
- (d) Number of them under training

11. Workshops :

- (a) Number of officers/employees having working knowledge of Hindi, but are yet to be trained in the workshop
- (b) Number of officers/employees trained in the workshops during this quarter
- (c) Number of officers/employees trained during the year

Details of the officers of the office/undertaking who are trained in Hindi Workshops and doing their work in Hindi :

	Trained in Hindi workshops	Number of those working in Hindi
Officers		
Employees		

12. Training ((Stenography/Typing)

	Stenography	Typing
(a) Total number of Stenographers & Typists		
(b) Number of those knowing Hindi Stenography/typing		
(c) Number of those who have been entrusted with Hindi Stenography/typing work		
(d) Number of those expected to be given Stenography/typing training		
(e) Number of those undergoing training		
(f) Number of Stenographers/typists recruited during this quarter		
(g) Out of them how many know Hindi Stenography/typing		

13. Details regarding typewriters :

	Roman	Hindi	Percentage of Hindi typewriters	Target fixed in the Annual Programme
(a) Total Typewriters				
(b) Purchased during this quarter				

14. Details of other mechanical facilities :

	Roman	Hindi	Bilingual	Total
1. (a) Total electric typewriters				
(b) Purchased during the quarter				
2. (a) Total Teleprinter				
(b) Purchased during the quarter				
3. (a) Total Telex				
(b) Purchased during the quarter				
4. (a) Total Addressograph				
(b) Purchased during the quarter				
5. (a) Total Word Processor				
(b) Purchased during the quarter				
6. (a) Total Computer				
(b) Purchased during the quarter				
7. (a) Total other apparatus (please clarify)				
(b) Purchased during the quarter				

NOTE.—Please give the number of only those computers in which some script (Roman/Devnagari) is used. The number of computers that are used only for process control or those which are fully analogue, need not be given.

14. (b) Computerisation :

1. Whether there is any, scheme of computerisation under consideration or implementation of the bank
2. If yes, whether software are also being made in Hindi and arrangements are being made to use them bilingually

15. Translation of Code, Manual, Form etc. :

Code, Manual,
Procedural
literature

Form

- (a) Total number
- (b) How many are printed/cyclostyled bilingually
- (c) How many are yet to be translated
- (d) How many are translated but are yet to be printed bilingually
- (e) How many are printed but are yet to be distributed in the subordinate offices

16. Please give the percentage of following special work done by branches in Hindi :

- (1) Entry in Pass Books
- (2) Entry in the ledgers and account books
- (3) Preparing voucher
- (4) Draft
- (5) Cheque (issued by the bank), payment receipt/payment order
- (6) Deposit receipts
- (7) Statements

17. Information about publication of magazines :

- (a) Whether any publication/magazine is published
- (b) Out of them, how many are published in English only
- (c) Out of them, how many are published in Hindi only
- (d) Out of them how many are published bilingually

18. Information regarding Hindi posts in Banks/Financial institutions :

- (a) Apex officees

Sl. No.	Name of the Post	No. of Posts		Since when it is vacant	Action taken to fill up the vacancies
		Sanctioned	Vacant		
1	2	3	4	5	6

18. (b) Information regarding Hindi posts filled up in other administrative office :

Sl. No.	Name of the Office	Name of Post	Number of posts		Since when it is vacant	Action taken to fill up the vacancies
			Sanctioned	Vacant		
1	2	3	4	5	6	7

19. Details of the Officers connected with the Official Language :

- (a) Name and Telephone number of the Chairman Implementation Committee (1)
 (b) Name and Telephone number of the Official Language Officer (2)

Signature

Name of the Sender Officer :

Designation :

Telephone :

221 O. M. No. 12024/11/87-OL (B-2) dated 21-1-88

Subject :—Holding regular meetings of the Official Language Implementation Committees in Ministries/ Departments.

The Deptt. of Official Language had vide O.M. No. 5/69/OL, dated-25 Oct. 1969 and thereafter from time to time been issuing instructions regarding constitution of and for holding regular meetings of the Departmental Official Language Implementation Committees and had also requested and suggested to the Ministries Departments that the implementation of the Official Languages Act and Rules as also the implementation of the annual programme be reviewed through these meetings. Copies of important O.Ms etc. in this regard are available in the compilation of orders (3rd edition) 1986, Chapter-III, issued by the Deptt. of Official Language.

2. It is observed from the Quarterly Progress Reports received from the Ministries/Department that there is scope for improvement in some Ministries/Deptts. in organising regular meetings of Departmental Official Language Implementation Committees.

3. In the above circumstances it has been decided at a higher level in the Deptt. of Official Language to once again request all the Ministries/Deptts. that :—

(i) The meetings of the Departmental Official Language Implementation Committees should be held regularly in each quarter. The Rajbhasha Adhikaris (Joint Secretary) in the Ministries/Departments should take personal responsibility for holding the meetings regularly.

(ii) The information regarding the meetings should also be sent well in time to the Department of Official Language and the representative of the Kendriya Sachivalya Hindi Pari had, working in the respective Ministry/Departments, to enable them to participate. In this regard attention of Ministries/Deptts. is invited to the Deptt. of O.L. O.M. No. 12024/11/87-OL (B-2) dated 11-11-87 & O.M. No. 1/14011/10/76-OL(A-I) dated 8-6-76.

(iii) In every quarterly meeting a statement on the follow up action taken on the decisions taken in the previous meetings should be presented for detailed discussions, these instructions should be strictly followed.

4. All the Ministries/ Departments are requested to take action as per above directions and also issue necessary instructions on similar lines to their attached/subordinate Offices and Public Sector Undertakings etc. As far as possible representatives of the Ministries/Departments should also participate in the quarterly meetings of their attached/subordinate offices etc. On the basis of quarterly progress reports received from the attached/subordinate offices etc. The ministries/Deptts. would keep a watch on the timely and regular holding of the meetings by these offices.

CHAPTER 5

IMPLEMENTATION PROGRESS—INSPECTION ARRANGEMENTS

222. O.M. No. 12020/14/87-OL-(B-2) dated April, 88.

Subject :—Introduction of inspection proforma regarding progressive use of Hindi in Ministries/Departments

To review the progressive use of Hindi in various Ministries/Departments, Department of Official Language from time to time conducts inspections of Ministries/Departments. In order to maintain uniformity and simplicity in these inspections it has been decided to introduce an inspection proforma for the purpose. A copy of the proforma is enclosed. While inspecting the Ministries/Departments, the inspecting officers of Department of Official Language will collect the information in the proforma.

Ministry of Finance etc. are requested to furnish requisite information in the proforma during these inspections.

Porforma for Inspection of Ministries/Depts.

PART I— General

1. Name of the Ministry/Department
2. Date of Inspection
3. (a) Name and designation of the Raj Bhasha Adhikari and his telephone number .
(b) Name of the Hindi Officer & his Telephone number

PART 2— Information about last Inspection

1. Date of last inspection
2. Action taken on short-comings of the last inspection—The details of items on which action is yet to be completed

PART—3 Information regarding meetings of Hindi Salahkar Samiti/Implementation Committees

1. Total number of meetings of Hindi Salahkar Samiti held during the year till now and the date of the last meeting
2. Total number of meetings of Official Language Implementation Committee held during the year till now and the date of the last meeting. (If meetings of Hindi Salahkar Samiti & Official Language Implementation Committee not held regularly, reason thereof.)

PART 4— To be filled up by O.L. Section/Unit

1. Quarterly progress report for the period from.....toavailable in Ministry/Deptt.
2. Half yearly report available period from.....to.....in respect of all attached/subordinate offices etc. of Ministries/Depts.
3. (a) The attached/subordinate Offices etc. whose upto date report has not been received
(b) Efforts made to get the report from them
(c) Whether the reports have been received and short-coming pointed out to them
(d) Whether follow up action is being taken to remove the short-comings
4. (a) Total Sections from whom quarterly progress report was required to be received
(b) How many of them, have forwarded the report
(c) What action has been taken against those, who have not forwarded the report ?
(d) Whether information is required to be collected from any other units, other than those mentioned above ? The details thereof and indicate whether the information is also collected from them ?

5. Whether the reports received from Section are reviewed by O.L. Section, before these are consolidated or not ?
6. If these are reviewed, the types of short-comings noticed and remedial action therefor

	Short-comings	Remedial action
--	---------------	-----------------

1.
2.
3.
4.

7. Review of quarterly progress reports received from sections / units and review of consolidated report of Ministry/Deptt.
 - (a) Whether the information furnished by sections/units have been included in toto while consolidating the report
 - (b) Whether the sections/units have been given the complete information in all the columns of their report or it was left blank by marking dash
8. What was the basis for giving figures relating to training in the consolidated report by O.L. Section ? Whether any roster has been maintained in O.L. Section or admn. section, in this regard
9. If not, in what manner it is ensured that the figures are correct and upto date. (In case, these figures are given on the basis of the information received from sections, in what manner it is ensured that the information with regard to persons on leave and transfer is correct)
10. On what basis, the information pertaining to typewriters and other equipments is generally given in the quarterly progress report
11. Whether the system adopted indicate the complete and upto date information. If not, the suggestions to change the system (after discussion with officers)
12. On what basis, the figures of codes, manual, form etc. have been included in the consolidated report. Whether the system adopted indicate complete and upto date information. If not, the suggestion to change the system (after discussion with officers).
13. On what basis, the information of Attached/Subordinate offices & Undertakings/ Companies/Corporations under Ministry/Deptt is given in quarterly progress report. Whether the system adopted indicate complete and upto date information. If not, the suggestions to change the system (after discussion with officers).
14. (a) Comments after reviewing the basis of information relating to the inspection and quality of inspection done in respect of Attached/Subordinate office, etc.
- (b) Whether follow up action is being taken to remove the short-comings noticed in the inspection

PART 5—The report regarding implimentation of O.L. Act/Rules. Annual Programme and other orders by Inspecting Officer

1. (a) Whether Section 3(3) is being implemented in toto, if not, the reasons therefor
- (b) Whether any check-point has been prescribed for it. If not, the suggestions for check point (after discussion with officers)
2. (a) Whether all letters received in Hindi are being replied to in Hindi, if not, the reasons therefor
- (b) Whether any check-point has been prescribed. If not, the suggestions regard- ing check-point (after discussion with officers)

3. (a) The position of correspondence in Hindi. Whether prescribed targets have been achieved. If not, the reasons therefor
- (b) Whether any check-point has been prescribed. If not, the suggestions therefor (after discussion with officers)
- (c) What efforts have been made to achieve the targets of percentage of Hindi letters in correspondence and suggestions in this regard (after discussion with officers)
4. (a) The total number of officers, who do not possess the working knowledge of Hindi
- (b) The number of officers nominated for training in Hindi
- (c) The number of officers undergoing training in Hindi through correspondence course
- (d) Whether roster has been made for training of remaining officers
5. (a) The total number of employees, who do not possess the working knowledge of Hindi
- (b) The number of employees nominated for training in Hindi
- (c) The number of employees undergoing training in Hindi through correspondence course
- (d) Whether roster has been made for training of remaining employees
6. (a) Whether 25% of typist are trained in Hindi typewriting in Ministry/ Department
- (b) The number of typists nominated for training in Hindi typewriting
- (c) What efforts are being made to achieve the targets of training of 25% of typists by 31-3-89 ?
7. (a) Whether 25% of Stenographers are trained in Hindi Stenography
- (b) The number of Stenographers nominated for training in Hindi Stenography
- (c) What efforts are being made to achieve the targets of training of 25% of Stenographers by 31-3-90
- (d) Whether any stenographer has been recruited after 20-8-1987. If so, whether he was trained in Hindi Stenography? In case Hindi Stenographers were not recruited, the reasons therefor
8. (a) Whether 25% of typewriters are of devanagari ?
- (b) If not, whether only devanagari typewriters have been purchased after 27-11-1987
9. (a) Which are the sections selected for doing cent percent work in Hindi ?
- (b) Whether these sections are actually doing cent percent work in Hindi except in case of correspondence with State Governments & Union Territories in Region 'C' and persons residing there
- (c) If not please indicate the extent upto which it is being done and efforts made to increase this
10. (a) Whether the office is notified under O.L. Rule 10(4).
- (b) If not, the percentage of employees possessing working knowledge of Hindi
- (c) What efforts are being made to train 80% employees in Hindi and to notify the office
11. (a) The total number of officers/employees possessing proficiency in Hindi
- (b) The number of those, submitting the drafts in Hindi in respect of subjects prescribed by Deptt. of O.L.
- (c) If all employees, who possess proficiency in Hindi, are not submitting the drafts in Hindi on prescribed subjects, please indicate what action is being taken to ensure the implementation of orders in this regard

- (a) The total number of officers/employees possessing working knowledge of Hindi
- (b) The number of those, who have not yet been trained in workshops
- (c) The number of trained in workshop during this year

- (a) The number of electronic typewriters purchased during the period of inspection
- (b) Whether these were all in bilingual form, if not, the reasons therefor
- (c) The number of computers purchased during the period of inspection
- (d) Whether all of these contain the facility for working in Hindi?
- (e) If not, the efforts made in this regard

- 14. (a) Whether question-papers for departmental or promotional examinations organised by Ministry/Deptt. are being prepared bilingual and option has been given to write their answers in Hindi?
- (b) If not, indicate the details of those examinations, where this facility is not provided and also indicate the action taken to provide these facilities in those examinations

- 15. (a) The number and date of vacant Hindi posts in each category
- (b) What action is being taken to fill up the vacant posts?

- 16. (a) Whether any incentive scheme is there for doing original work in Hindi?
- (b) The number of employees participating in it?

- 17. (a) Whether any Shield Scheme has been implemented for Ministry/Deptt. and Attached/Subordinate office/Undertaking?
- (b) Whether the entries are being made in Hindi in the service books of Group 'C' and 'D' employees?

PART 6—The detailed inspection of Sections

- 1. Total number of Sections
- 2. The number of Sections inspected in detail. (The inspection report of Sections/ may please be enclosed Section-wise separately in the prescribed proforma)
- 3. Remarks of the Inspecting Officer

Signature of the Inspecting Officer.....

The Name of the Inspecting Officer.....

PART 7—Other notable steps taken out by Ministry/Department in the area of implementaion of Hindi.

Proforma regarding Check/Inspection of Sections/Branches

- 1. NAME OF THE SECTION/BRANCH
- 2. NAME OF THE SECTION OFFICER/BRANCH OFFICER
- 3. IMPLEMENTATION OF SECTION 3(3)
 - (a) Whether figures given by the section found correct according to the report
 - (b) If not, the basis on which figures given in the report?
 - (c) Whether this base is satisfactory and ensure that there is no violation?
 - (d) Whether any guard file has been maintained for the papers to be issued under section 3(3)?
 - (e) Whether any check-point has been prescribed in this regard?
- 4. ANSWERS TO LETTERS RECEIVED IN HINDI :
 - (a) Whether figures given by the section found correct according to the report?
 - (b) If not, the basis on which figures given in the report?

CHAPTER 6

USE OF MECHANICAL/ELECTRONIC EQUIPMENTS

223. O.M. No. 12015/20/87-OL (TC) dated 15-6-87.

Subject :—Provision and use of only bilingual Electronic Typewriters in the Central Government Ministries/ Departments, Attached and Subordinate offices/Government Undertakings and Nationalised Banks.

In order to facilitate compliance of the provisions of the Official Languages Act 1963 (use for the official purposes of the Union) and Official Languages Rules, 1976 issued thereunder, it is necessary that Electronic Typewriters to be purchased in Central Government Offices of the various Ministries, Departments and their Attached and Subordinate offices, Government Undertakings and Nationalised Banks should have the facility to use both Devnagari as well as Roman Script.

It has, therefore, been decided by the Government that Electronic Typewriters should hereafter be purchased in bilingual (Devnagari and Roman) form only.

224. O.M. No. 12015/12/84-OL (TC) dated 31-8-87

Subject :—Use of only bilingual electronic equipment in Ministries/Departments of the Central Government and its attached and subordinate offices.

The Department of Official Language in its office memorandum dated 30th May, 1985 of even number had issued orders to Central Government offices to the effect that in these offices only bilingual (Hindi-English) electronic equipment should be used. It has come to notice that some Ministries/Departments/Undertakings/Banks have not implemented these orders fully. It is thus requested that all Ministries/Departments, their attached and subordinate offices, Government undertakings and banks keep in view the following instructions while procuring electronic equipments :—

- (1) All Computer Systems (including Computers, Word Processors, Advanced Ledger Posting Machines, Data Entry equipment etc.) are to be purchased only in bilingual form.
- (2) These orders shall apply to all Ministries/Departments of the Central Government, their attached and subordinate offices, all companies and corporations owned or controlled by the Central Government, Banks, Commissions, Committees and Authorities appointed by the Central Government.
- (3) Computers etc. would be considered bilingual only when :—
 - (a) There are facilities for data entry in Hindi along with English.
 - (b) Any employee can use it in either English or Hindi. For this it is necessary to have a facility in the machine so that the employee can display either English or Hindi on the monitor at will.
 - (c) The output of the system (report, letter etc.) could be produced by the person working on the machine either in Hindi or English at will.
- (4) It should be ensured while using such equipment that in accordance with directions issued under the provisions of the Official Languages Act 1963 and the rules framed thereunder (1976), work required to be compulsorily done in Hindi be carried out in Hindi and work required to be bilingual be bilingual.
- (5) If for some special reason any office, undertaking or banks etc. require any relaxation of the above instructions, special permission is required from the Department of Official Language (and not from the Department of Electronics as the O.M. dated 30-5-1985 suggests). Proposals of attached and subordinate offices, banks etc. should be routed through the concerned department. The Department of Electronics should be consulted by the concerned department before sending any such proposal and it will be considered only, if the Department of Electronics certifies that the equipment proposed to be purchased cannot be made in bilingual form and it cannot be substituted by any other available bilingual equipment.

- (6) It is noted that some Government offices, undertakings, banks etc. instead of purchasing computers, procure them on long lease from various manufacturers and other institutions. It is made clear that all these orders apply in all respects to these computers too.
- (7) While importing computers etc. provision should be made so that the machine can operate in Hindi also.
- (8) Since bilingual electronic teleprinters are yet to be available in the market, orders regarding the purchase would be issued subsequently.

2. Agriculture Ministry etc. are requested that they transmit these directions to all their attached and subordinate offices, undertakings under their control and banks etc. and that they ensure the compliance of these orders.

225. O.M. No. 12015/33/87-OL (TC) dated 14-9-87.

Subject :—Training for working on bilingual electronic equipment.

It was emphasised in the 12th meeting of the Committee of Parliament on Official Language held on 29th and 30th June, 1987 that for full utilisation of the electronic equipments with Devnagari facility, competent employees should be given suitable training for handling such equipment. Therefore, all the Ministries/Departments of the Government of India are requested to review the position of training of the employees working on the bilingual equipments installed by them and this department may be informed, in case any more training is required for these employees.

226. O.M. No. 12015/32/87-OL (TC) dated 7-10-87.

Subject :—Data entry on the National Informatics Centre (NIC) Network in bilingual form (Hindi-English).

Terminals of the computer network set up by the National Informatics Centre have been installed in many Ministries/Departments. In a meeting of this Department's High Level Inter-Departmental Committee on bilingual electronic equipment, held on 6-7-1987. The Department of Electronics informed that the National Informatics Centre network has facility for entry of data in bilingual form and if any Ministry/Department desires, it can use it. For compliance of the Official Language Policy of the Government of India, it is necessary that except numerical data, all other information on this network should be bilingual so that it may be used in Devnagari or Roman as required. All the Ministries/Departments are, therefore, requested that all information except numerical data on the computer network may be entered in bilingual form only. In case there is any difficulty in this, the Department of Electronics/National Informatics Centre may be contacted and this department may also be informed.

227. O.M. No. 12015/12/84-OL (TC) dt. 14-1-88.

Subject :—Working on the personal computers installed in the Central Government offices in bilingual form (Hindi-English) only.

Instructions were issued vide this Department's OM of even number dated 30-5-85 that the computers word processors etc., to be purchased for all the Central Government offices should be bilingual only. Vide this Department's OM of even number dated 31-8-1987 it was clarified with reference to these orders as to which computer system would be treated as bilingual. It has been observed that in spite of the orders of 30-5-1985, in many government offices, personal computers have been purchased which work only in Roman.

2. In consultation with the Department of Electronics, it has been decided that in the offices, where personal computers have been purchased, which are IBM compatible and are MS-DOS or PC-DOS based and which at present work only in Roman, the key boards of the computers should be made bilingual and facility of bilingual word processing should be provided within six months from the date of issue of these orders. A number of bilingual word processing packages are available in the market, information about which can be obtained from the Department of Electronics or from the Technical Cell of the Department of Official Language. Orders regarding conversion of main frame and mini computers already installed into Devnagari form, will be issued separately.

3. So far as the computers to be purchased or to be taken on long term lease are concerned, it may be ensured that the instructions contained in the OM of even number dated 31-8-1987 are fully complied with.

228. O.M. No. 12015/9/88 OL(TC) dt. 28-3-88

Subject :—Installation of only bilingual Electronic Teleprinter/Telex in the Ministries/Departments of the Central Government and their attached and subordinate offices, undertakings etc.

Instructions were issued vide Department of Official Language OM No. 120/5/12/84-OL(TC) dated 31-8-1987 that all the Ministries/Departments and their attached and subordinate offices, Govt undertakings, nationalised banks etc, should use only bilingual (Hindi/English) electronic equipment. Since bilingual electronic teleprinters were not available at that time. It was stated that instructions regarding their purchase would be issued subsequently when these become available.

2. The Department of Telecommunication have now informed that M/s Hindustan Teleprinters have started manufacturing bilingual electronic teleprinters. Orders for their purchase can now be placed with the Hindustan Teleprinters and these can also be taken on lease from the Department of Telecommunication.

3. In view of the above position, all the Ministries/Departments are requested to purchase or take on lease only Bilingual Electronic teleprinters. The offices, who at present have Roman teleprinters/telex machines on leases should immediately request the Department of Telecommunication to instal Bilingual Electronic teleprinter/telex in place of these machines

4. The offices where only Devanagari electromechanical are installed will not be able to exchange messages with the Bilingual Electronic teleprinters, If messages are to be sent or received from these teleprinters to Bilingual electronic teleprinters, it would be necessary to replace the Devanagari electromechanical teleprinters by bilingual electronic ones. The Department of Telecommunication should be requested to replace the Devanagari electromechanical teleprinters (if they are on lease) by Bilingual electronic ones.

5. So far as the Roman teleprinters or Devanagari Electromechanical teleprinters already purchased are concerned, the question of replacing them with Bilingual Electronic teleprinters is being considered by M/s Hindustan Teleprinters, Therefore, instructions regarding replacement of these machines with Bilingual Electronic teleprinters will be issued later on.

6. All the Ministries/departments are requested to bring these instructions to the notice of their attached and subordinate offices and the undertakings owned or controlled by them and nationalised banks etc. and to ensure their compliance.

229. Order No. 12015/36/87-OL(TC) dt. 28-1-88**RESOLUTION**

It has been decided that Shri P.P. Gupta, Chairman and Managing Director, CMC Limited, New Delhi be included as a member of Inter-Departmental high-level Committee for development, use and production of bilingual electronic equipment constituted vide this Department's Resolution No. 12015/12/84-OL(TC) dated the 6th May, 1987.

2. Other decisions in the Resolution No. 12015/12/84-OL(TC) dated 29th July, 1985 and 6th May, 1987 will remain the same.

ORDER

Ordered that a copy of this Resolution be communicated to all the Ministries/Departments of the Government of India, Planning Commission, Comptroller and Auditor General, Central Revenues, the Lok Sabha Secretariat and the Rajya Sabha Secretariat.

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

Note:—Pl. refer to Resolution No.12015/27/88-OL (T.C.) dt. 16-12-88 (SL. No. 231)

230. O.M. No. 12015/5/88-OL(TC) dt. 10-2-88

Subject :—Constitution of a Committee for assessment of the demand for bilingual computer systems

It has been decided to constitute a Committee for assessing the requirements of bilingual (English/Hindi) computers in the Ministries/Departments/Public Undertakings/Nationalised banks etc. The constitution of the Committee is as follows :—

- | | |
|---|----------|
| 1. Shri Shambhu Dayal, Joint Secretary, Department of Official language | Chairman |
| 2. Shri S.K. Schgal, Regional Manager, CMC Limited, 9, Hansalaya, New Delhi | Member |

- | | |
|--|------------------|
| 3. Representative of Railways | Member |
| 4. Shri Y.N. Chaturvedi, Joint Secretary, Department of Education | Member |
| 5. Dr. Om Vikas, Joint Director, Department of Electronics | Member |
| 6. Shri Mohan Tambe, Indian Institute of Technology, Kanpur | Member |
| 7. Shri Kaushik Mukharjee, Director (Technical), Department of Official Language | Member Secretary |

2. The Committee will perform the following tasks : —

- (1) Assess the demand for the multilingual terminal with necessary software for working on computers in bilingual form, if such a terminal is developed.
- (2) Give suggestions regarding the specifications for the terminal and the software required.
- (3) Identify short term high priority technical development schemes for immediate funding.
- (4) Suggest the procedure for distribution of the multilingual terminal to Departments/Undertakings etc after its development at the minimal cost.

3. The headquarters of the Committee will be at Delhi. In the case of the officers from Public undertakings/ Educational Institutions are attending these meetings, the TA/DA will be payable by their own offices. The duration of the Committee will be one month from the date of its constitution. The Committee will have the powers to appoint sub committees or invite special guests with the permission of the Chairman for assisting the Committee in performance of its tasks.

231. Resolution No. 12015/27/88-OL(TC) dt. 16-12-88

RESOLUTION

No. 12015/27/88-OL(TC).—A high level Inter Departmental Committee had been constituted vide Resolution No. 12015/12/84-OL(TC) dated 29th July, 1985 to facilitate the use of Devanagari Script along with Roman Script in computer systems (including computers, word-processors, data entry equipment etc.) and electronic teleprinters and other equipment used in Central Government offices and to ensure implementation of Official policy in this respect for progressive increase in use of electronic equipment in Devanagari and bilingual form. It has now been decided to reconstitute this committee. Now it will comprise of the following :

- | | |
|--|------------------|
| 1. Minister of State in the Ministry of Home Affairs | Chairman |
| 2. Secretary, Department of Official Language | Member |
| 3. Secretary, Department of Electronics | Member |
| 4. Secretary, Department of Telecommunication. | Member |
| 5. Joint Secretary, Department of Official Language | Member |
| 6. Chairman, CMC Ltd. | Member |
| 7. Director, National Centre for Software Technology, Bombay | Member |
| 8. Director General, National Information Centre | Member |
| 9. Director, I.I.T., Kanpur | Member |
| 10. Director, I.I.T., Delhi | Member |
| 11. Director (Technical), Department of Official Language | Member-Secretary |

2. This Committee will make available its opinion to the Central Government in regard to development, use and production of Devanagari and bilingual electronic equipment for use in Central Government offices keeping in view the development and propagation of Hindi as Official Language. This Committee will also make recommendation especially with a view to ensuring compliance of orders pertaining to the use of Devanagari and bilingual electronic equipment in order to promote the use of Hindi in official work.

3. The headquarters of the Committee shall be at New Delhi. The committee will hold at least two meetings in a year. If the officers working under Central Government or public undertakings come to participate in the meetings of the Committee, they would be entitled for T.A./D.A. from their respective offices.

4. The term of the Committee shall be three years from the date of this resolution.

5. The Committee will have the power to appoint sub-committees or invite any special invitee whenever necessary, with the permission of the Chairman for assisting it in the discharge of its functions.

CHAPTER 8

INCENTIVE SCHEMES

233. O.M. No. II/12013/1/86-OL (A-2), dt. 11-9-86

Subject :—Income tax on cash awards allowed for encouraging original noting and drafting in Hindi—regarding

Ministry of Finance has granted exemption under section 10(17-B) of the Income Tax Act, 1961 from income tax to the cash awards allowed for encouraging original noting and drafting in Hindi under the incentive scheme. In this connection a copy of Deptt. of Revenue Order No. 199/22/86-IT(A-1), dated 11-8-86 is enclosed.

2. Ministry of Agriculture etc. are requested to bring the above decision to the notice of all their office as well as officers/employees.

Min of Finance (Deptt. of Revenue)

Order No. No. 199/22/86-IT(AI), dt. 11-8-86

In exercise of the powers conferred by sub-section (17B) of Section 10 of the income-tax Act, 1961 (43 of 1961), the Central Government hereby approves for the purposes of the said sub-section, the grant of cash awards by the Central Government for encouraging the original noting and drafting in Hindi in official work in Central Government Offices under the incentive scheme for original Hindi, noting and drafting.

234. O.M. No. II/12013/3/87-O.L. (A-2), dt. 16-2-88

Subject :—Incentive Scheme for doing work in Hindi

Revised Incentive Scheme for original Hindi noting/drafting in official work was issued under this Department's O.M. No. II/12013/1/84-OL(A-2) dated 25-5-1984. This Department have been receiving suggestions from time to time for further liberalising this scheme. Suggestions for making changes in the above Incentive scheme for working in Hindi were made at the meetings of the Central official Language Implementation Committee held on 27th May, 1987. After considering all these suggestions and in consultation with the Ministry of Finance, it has now been decided to introduce a new Incentive Scheme which will replace the scheme issued vide O.M. dated 25th May, 1984. The details of the Scheme are as follows :—

2. (1) Scope of the Scheme

All Ministries/Departments/attached and subordinate offices of the Central Government may introduce this scheme independently for their officers/employees.

(2) Eligibility

- (a) Officers/Employees of all categories who do their official work wholly or partly originally in Hindi can participate in this scheme.
- (b) Only those officers/Employees will be eligible for award who write at least twenty thousand words in Hindi in a year in regions 'A' and 'B' (i.e. Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttar Pradesh, Gujarat, Maharashtra and Punjab States and the Union Territory of Andaman & Nicobar Islands, Union Territories of Delhi and Chandigarh) and at least ten thousand words in Hindi in a year in region 'C' (which comprises all other States and Union territories except region 'A' and 'B'). In addition to original noting and drafting this will also include such other items of work done in Hindi which can be verified, such as entry in the register, preparation of lists, accounting work etc.
- (c) Stenographers/typists who are covered under some other schemes for encouraging the use of Hindi in official work will not be eligible to participate in this scheme.
- (d) Hindi officers and translators who generally do their work in Hindi will not be eligible to participate in this scheme.

3. Prizes

The following cash awards will be given to the participants every year according to the work done by them in Hindi :

(a) Independently for each Ministry/Deptt./attached office of Central Government.

First Prize (2 Prizes) Rs. 500 each.

Second Prize (3 Prizes) Rs. 300 each.

Third Prize (5 Prizes) Rs. 150 each.

(b) Independently for each subordinate office of any Deptt. of Central Government.

First Prize (2 Prizes) : Rs. 400 each.

Second Prize (3 Prizes) : Rs. 200 each.

Third Prize (5 Prizes) : Rs. 150 each.

(4) For purposes of this scheme every geographically separate located office may be treated as an independent unit. For instance an office of an assistant Commissioner etc. under Commissioner of Income Tax or Area Superintendent's office etc. under Divisional Railway Managers of the Railways will be independent units for operation of this scheme. Same will be the case in respect of subordinate and attached offices of the Ministry of Defence or the P. & T. Deptt. etc.

(5) Criteria for awarding Prizes

(a) For facilitating assessment a total of 100 marks will be allotted. Out of this 70 marks will be earmarked for the quantum of work done in Hindi and 30 for clarity in expression of thoughts.

(b) The competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese may be given additional weightage upto 20%. The exact weightage to be given to such an employee will be determined by the Assessment Committee. While doing so the Committee will also keep in view the standard of work of those officers/employees who otherwise rank higher to him/her.

(c) The competitors will maintain a record of the words written by them every day in the attached proforma. Each week's record will be verified and countersigned by the next higher officer. If section head himself keeps a record then it won't be necessary for the employee to maintain such record.

(d) At the end of one year every competitor will submit the record of his/her work done in Hindi to the Assessment Committee through the countersigning officer. If countersigning officer or section head himself keeps an overall watch and account of the work then this would not be necessary and he would furnish details.

(e) Assessment Committee :

The Assessment Committee in the Ministries/Depts. may consist of the Joint Secretary incharge of Hindi, the Under Secretary incharge of O. & M. and the Senior Hindi Officer/Hindi Officer. In the attached and subordinate offices it may comprise of the Head of Deptt./ Office, Hindi Officer and one more gazetted officer or Rajbhasha Adhikari. However the composition of the Committee may be changed to suit the availability of officer in various concerned offices.

3. Mention of winning a prize will also be made in service records of the officer/employee concerned in a suitable form. A list of the prize winners may please be endorsed to this Department also.

4. The expenditure on operating this scheme will be met by each Ministry/Deptt./Office from its own budget provision. A Head of Deptt./Office can sanction the prizes on the recommendations of the Assessment Committee under the authority of this circular. The scheme has been approved by the Ministry of Finance (Deptt. of Expenditure) vide their u.o. No. H. 78/E/III/87 dated 27-1-1988.

5. This scheme will come into force with effect from 1st April, 1988.

6. All the Ministries/Depts. are requested to circulate this scheme immediately among all of their officers/ Employees and introduce it in their Ministries/Depts. w.e.f. 1st April, 1988. They may also apprise all of the attached and subordinate offices of this scheme and ask them to introduce it in all their offices w.e.f. 1st April 1988. They may also inform the undertakings, corporation etc. under their Control about this scheme and encourage them to introduce Incentive Scheme in their offices on the basis of this.

7. The information regarding the action taken in this regard may please be sent to this Department as early as possible.

PROFORMA

Weekly statement of the original work done in Hindi by Sh./Smt./Kum. _____ for the week ending _____

Sl. No.	Date	Total No. of files & Registers wherein work has been done in Hindi	No. of words used in note/draft written in Hindi	Other items of works done in Hindi		Signature of Senior officer (once in a week)
				Brief description	No. of words	
1	2	3	4	5	6	7

235. O.M. No. II/12034/8/86-OL(A-2) dt. 8-4-88

Subject :—Scheme of awards for writing original books in Hindi.

All the Ministries were requested *vide* this Department's O.M. No. II/20034/6/79-O.L.(A-2) dated 28-5-1979 to consider giving awards to authors writing original books in Hindi on subjects coming within their purview so that original standard books on subjects of their concerned could become available in Hindi. In pursuance of those instructions incentive schemes have been introduced by several Ministries for encouraging original writings in Hindi. Some Ministries had started these schemes several years ago and the amounts of awards prescribed therein appear now to be on the low side. This fact may also possibly be acting as a deterrent to writing of better books in Hindi under these schemes. A seminar of Secretaries and other higher officers of Ministries/Departments was held on 7th January, 1988 to discuss "Difficulties in the way of compliance of the official language policy and their remedies". One of the recommendations made in this seminar was that if Hindi books of better standard are desired, the amounts of the awards should be revised upwards.

2. This Department has introduced the Indira Gandhi Awards Scheme on centralised basis for encouraging writing of original Hindi books under the Indira Gandhi Official Language Award Scheme. These awards are given to those officers/employees who write original books in Hindi on subjects with which they are officially connected and which would help and assist in promoting the progressive use of Hindi in various Government Departments. Three prizes of Rs. 10,000, Rs. 8,000 and Rs. 5,000 have been provided under this scheme.

3. In the above context the amounts of prizes prescribed by various Ministries/Departments in their incentive schemes for promoting writing of original books in Hindi need to be reviewed. The Ministry of Agriculture etc. are requested to review the limits of awards prescribed in their schemes for encouraging writing of Hindi books on subjects falling under their purview and consider their upward revision in the present context.

236. No. II/12034/8/86-O.L. (A-2) dt. 31-10-88

Subject :—Incentive Schemes for Hindi books on scientific and technical subjects.

All the Ministries were requested *vide* this Department's O.M. No. II/20034/6/79-O.L. (A-2) dated 28-5-1979 to consider giving awards to authors writing original books in Hindi on subjects falling under their purview so that original standard books on subjects of their concern could become available in Hindi. In pursuance of those instructions incentive schemes have been introduced by several Ministries/Departments for encouraging

original writings in Hindi. It was also requested in this Department's O.M. of even number dated 8-4-1988, that Ministries/Departments may review the limits of awards prescribed in their schemes for encouraging writing of original Hindi books on subjects falling under their purview and consider their upward revision in the present context. In spite of all these efforts, it is generally felt that standard original books in Hindi are not forthcoming. Hence the need to widen the sphere of these schemes.

2. Ministries/Departments are requested to consider bringing of translated books in Hindi under their incentive schemes. In case standard original books are not forthcoming under the presents schemes, books of good standard on scientific and technical subjects written in English or some other language and translated and printed in Hindi may also be considered for awards provided their subject matter pertain to the work in the Ministry/ Department concerned and the translation are of goods standard. This will help increase the quantum of standard books in Hindi on various subjects.

237. O.M. No. 12013/6/88-OL(B-1) dt 11-5-88

Subject :—Indira Gandhi Rajbhasha Shield Scheme for Public Sector Undertakings for the year 1987-88

Attention is invited to this Department O.M. No. 11/12013/2/85-OL(A-2) dated the 30th July, 1986 given on page 95 of the compilation of orders brought out by the Department of official Language on the subject cited above wherein it was stated that Indira Gnadhi Rajbhasha Shield Scheme would be introduced for Public Sector Undertakings. All the Ministries/Departments are requested to collect the region-wise information of all the undertakings under their control in the enclosed proforma and send the same to the Deptt. of Official Language by the 30th June, 1988 positively.

2. As you are aware, awards for Public Sector Undertakings will be given on the basis of region 'A', 'B' & 'C', it is necessary that the location of the undertakings mentioned. while sending the information, full address of the undertakings and the name of the Head of Office with designation may be stated properly.

3. The basis for evaluation is given in the enclosed statement.

4. Ministry of Finance etc. are requested to circulate a copy of this O.M. to their undertakings so that they may send the information to the Deptt. of Official Language through their respective Ministries/Departments for participation in this competition.

ANNEXURE I

Assessment will be done on the following basis.

	Total Marks	Total Progress made	Progress during the year
1. Hindi Training	10	5	5
2. Hindi Typing/Stenography training	20	10	10
3. Reply to letters received in Hindi	10	..	10
4. Correspondence	60	40	20
5. Under OL Rule 3 (3)	10	10	..
6. Notification of offices under Rule 10(4) in Region A & B	10	5	5
7. No. of workshops organised during the year	10	..	10
8. Inspection of attached/subordinate offices, undertakings & regional Offices by the Ministry/Deptt. during the year	20	..	20
9. Mechanical Aids	20	5	15
10. Implementation of Rule 11	10	..	10
11. No. of Meetings of Hindi Advisory Committee held during the year	10	..	10
12. No. of meetings of Official language implementation Committee held during the year	10	..	10
Total Marks	200		

ANNEXURE II

Particulars of Hindi work done during the period 1-4-1987 to 31-3-1988 for the purpose of participating in the Scheme of Indira Gandhi Rajbhasha Shield Award 1987-88

Name of the Ministry/Department

1. Training		In Hindi	In Typing	In Stenography		
(a) Total No. of employees						
(b) No. of trained employees						
(c) No. trained during the year 1987-88						
2. Replies to letters received in Hindi						
Total No. of letters received in Hindi		No. replied to in Hindi	No. replied to in Eng.	No. for which no reply was necessary		
3. Use of Hindi in Correspondence.						
Total No. of letters sent		Number of letters sent in Hindi		Number of letters sent in English		
1-4-86 to 31-3-87	1-4-87 to 31-3-88	1-4-86 to 31-3-87	1-4-87 to 31-3-88	1-4-86 to 31-3-87		
				1-4-87 to 31-3-88		
4. Documents issued bilingually under Section 3(3) of the O.L. Act 1963.						
Total No. issued	In bilingual form	Only in English	Only in Hindi			
5. Notification of Offices under O.L. Rule 10(4)						
Total No. of Attached/Subordinate Offices		Total No. notified	No. notified during the year			
6. Arranging workshops						
No. of workshops arranged during the year		Duration of workshop (total hours)	No. of participants			
7. Inspection of different Subordinate/regional offices by the Undertakings.						
Total No. of Offices		No. of Offices inspected to assess the progress of Hindi work during the year.				
8. Availability of mechanical electronic aids in bilingual form						
		Hindi	English	Bilingual	Total	Purchased during 1987-88
1. Devanagari Typewriters						
2. Devanagari Portable Typewriters						
3. Devanagari Pin Point Typewriters						
4. Devanagari Bulletin Typewriters						
5. Bilingual Electric Typewriters						
6. Devanagari Electric Typewriters						
7. Addressograph						
8. Bilingual Computer (Devanagari-Roman)						
9. Multilingual Computer (Coloured)						

- 10. Bilingual Computer terminal
- 11. Lipi Multilingual Word Processor
- 12. Bilingual Electronic Teleprinter
- 13. Others

9. Implementation of Rule 11

Sl. No.	Total	Bilingual
1. Manuals /Code		
2. Forms		
3. Annual Report		
4. Registers		
5. Visiting Cards		
6. Letters Head		
7. Envelopes		
8. Name Plates		
9. Sign Boards		
10. Rubber Stamps		

10 Number of Official Language Implementation Committee meetings held during the year;

11. Name and address of the concerned Officjating Caairman during the period April, 1987 to March, 1988.

SIGNATURE

Designation

Telephone No.

Note :—The information furnished in the proforma should be based on available records in the Ministry/Deptt. concerned. These figures are likely to be verified and if found incorrect Ministry/Deptt. will be disqualified for participation in this competition of Indira Gandhi Rajbhasha Shield for Ministry/Deptt.

238. O.M. No. II/20015/62/88-O.L. (A-2) dt 27-9-88

Subject :—Encouraging officers to give more and more dictation in Hindi

In the meeting of Hindi Salahkar Samiti of the Department of Steel held on 12th September, 1988 a member put forward a suggestion that officers should be given incentive for giving dictation in Hindi. This suggestion has been given consideration in this Department and it is felt that it may be worthwhile to give the idea as practical shape. Honouring officers for giving dictation in Hindi may create a congenial atmosphere among officers for doing their work in Hindi. Besides, this would also inspire the subordinate staff to do more and more work in Hindi. This could result in participation of increased number of officers/employees in the incentive scheme circulated earlier this year for doing official work in Hindi and thereby help achieve the objective of that scheme.

2. Ministries and Departments are requested to choose one of their officers every year, who may have given maximum dictation in Hinid, for honouring with an award. If possible, Hindi speaking and non-Hindi speaking officers should be awarded separately. These awards may be given at the time other officers/employees are given awards under other incentive schemes on the occasion of Hindi Day/Hindi Week.

CHAPTER 9

ARRANGEMENTS FOR TRANSLATION

Translation of Manuals, Forms, Codes, Statutory and Non-statutory procedural literature, Honorarium Training in translation

239. O. M. No. 13017/1/81-OL (C) dt. 13-4-87

Subject :- Revision of norms pertaining to quantum of work to be done by translators and vettors in the Offices of the Government of India.

As the Ministry of Finance etc. are aware, the quantum of work for translation was fixed at 1350 words per translator per day vide O.M. No. 20/3/70-OL dated the 1st January, 1973 and that for vetting at 4700 words per day vide O. M. No. 13017/1/75-OL(C) dated 2nd February, 1976. The revision of these norms was under consideration of this Department for some time past and after having conducted work study in some of the Ministries/Departments, it has now been concluded that these norms need to be increased. Increase in work norms has also been necessitated by the increase in the daily working hours.

2. It has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit) that the translation work may be categorised as 'ordinary' and 'technical' and work norms may be fixed as under:—

ORDINARY	TECHNICAL
Translation 1750 words per day	1350 words per day
Vetting 5800 words per day	4000 words per day

Considering the special nature of work in the Central Translation Bureau, the norms for translators in that Bureau will be 1300 words per translator.

3. The translation material may be categorised as under :—

Ordinary

- (a) Annual administrative reports.
- (b) General orders, directives, circulars, etc.
- (c) Parliamentary work—Parliament Questions, Assurances, Calling attention Notices, etc.
- (d) Routine Correspondence.
- (e) Reports of various Commissions/Committees, etc.

Technical

- (a) Reports on policy matters, such as Import-Export Policy.
- (b) White papers.
- (c) Scientific and technical literature of various Ministries.
- (d) Scientific and technical reports, such as reports of Planning Commission, Central Water Commission.
- (e) Manuals, codes and other procedural literature.

In case of dispute as to which material falls in 'Ordinary' or 'Technical' category, the decision of the Senior Hindi Officer/Hindi Officer in the Ministry/Department shall be final, but where 25% or more of translation work of a Department is categorised as 'Technical', study by the Internal Work Study Unit shall be necessary.

4. The nature of work in the Official Language Wing of the Legislative Department of the Ministry of Law and Justice is different from translation work in other Ministries/Departments and therefore, these norms will not apply to the translators and vettors in that Wing.

5. The Ministry of Finance etc. are requested to bring the contents of this O.M. to the notice of all concerned.

240. O.M. No. 13035/12/87-OL(C) dt. 15-9-87

Subject :—Arrangements for translation in Central Government Offices with less than 25 employees.

In order to ensure compliance/implementation of the Official Language policy in the Central Government Offices, certain norms were fixed for the creation of Hindi posts vide this Department O.M. No. 13035/3/80-OL(C) dated 27th April, 1981. This O.M. provides for the Hindi posts only in offices with 25 or more employees but O.L. policy is equally applicable to offices with less than 25 employees. It has, therefore, been felt necessary that some arrangements should also be made for translation work in such small offices so that compliance of the provisions of O.L. Act, 1963 and O.L. (use for the official purposes of the Union) Rules, 1976 could be ensured and also the targets fixed in the Annual Programme issued by this Department could be achieved. For this purpose, it is suggested that the offices of the Central Government with less than 25 employees, a person with knowledge of both Hindi and English may be selected for this purpose and in offices where such a person is not available a person who has knowledge of both Hindi and English and is capable of doing translation from one language to another may be appointed against a vacancy or may be taken on transfer from other offices. Such an employee may be granted honorarium @ Rs. 10 per 1000 words for translation work. This rate of honorarium was fixed vide this Department's O.M. No. 20013/2/77-OL(C) dated the 15th October, 1979.

2. It has also been decided that the employees appointed under these circumstances may be imparted training in translation techniques in the Central Translation Bureau on priority basis. For this purpose, it is necessary that while forwarding the application of this employee to the Bureau for training, it may be clearly mentioned that he was appointed on the basis of instructions contained in this Office Memorandum.

3. All the Ministries and Departments are requested to bring the directions of this Office Memorandum to the notice of their attached and subordinate offices and advise them that a person with knowledge of both Hindi and English and who is capable of doing translation work may be posted in offices with less than 25 employees.

241. O.M. No. F. 13017/6/87-OL(C) dt. 18-11-87.

Subject :—Provision of compulsory training in translation for translators/staff engaged on translation.

Reference is invited to O.M. No. 11/13017/12/75-O.L.(C), dated 5th May, 1975, Government of India, Ministry of Home Affairs, according to which the training in translation imparted by the Central Translation Bureau was made compulsory for all the staff connected with translation work in the Ministries/Departments of the Central Government.

2. A number of Public Sector Undertakings and Nationalised Banks were of the view that since they were not covered by the said O.M., it was not obligatory on their part to nominate their staff for this training. A few others advanced the plea that as they did not have posts of translators and the translation work was carried on either by Hindi Officers or other members of the staff, the said O. M. did not apply to them too.

3. Recently, in the meetings of some Town Official Language Implementation Committees it was voiced that the said O.M. may be modified suitably so as to cover any member of the staff or officer engaged in or connected with translation in various Public Sector Undertakings and Nationalised Banks, irrespective of their designation.

4. Accordingly, in partial modification of the O.M. referred to above, it is clarified that all the officer and staff engaged in or connected with translation work in various Public Sector Undertakings and Nationalised Banks too, irrespective of their designation may be nominated for the translation training imparted by the Central Translation Bureau.

5. The Ministry of Finance etc. are requested to bring this decision to the notice of all the Public Sector Undertakings and Nationalised Banks etc. under them and direct them to arrange for the early training of all their officers/staff engaged in or connected with translation work. For this purpose, a list of all such personnel may be forwarded to the Director, Central Translation Bureau, Paryavaran Bhavan, 8th Floor, B-Block C.G.O. Complex, Lodi Road, New Delhi-110003, to facilitate the forming of even batches according to their training requirements.

242. O. M. No. 14017/1/88-OL (C) dt. 27-4-88

Subject :—Use of simple and intelligible Hindi by the translators of Central Government while doing translation from English to Hindi

Instructions were issued vide this Department Office Memorandum No. II/13034/23/75-OL(C) dated 17th March, 1976 that while writing notes or letters, simple Hindi should be used so that it is easily understood by all. In official work only popular words should be increasingly used and while writing there should be no hesitation, whatsoever, in using popular words of other languages. Wherever it is felt that the reader may find it difficult to understand a particular technical word or designation in Hindi, it would be helpful if its English equivalent is also written in brackets. A copy of the O.M. has been published at Sr. No. 127 of the Third Edition of compilation of orders regarding the use of Hindi.

2. In the meeting of the Central Hindi Committee held on 2nd December, 1987, some members expressed the view that the language to be used in Hindi translation should be simple and natural. As is evident from the above mentioned Office Memorandum of 17th March, 1976, the policy of the Central Govt. from the very beginning has been that simple and intelligible Hindi should be used in official work. All Ministries/Depts. are, therefore, requested that all offices/employees concerned be instructed to use simple and intelligible Hindi while doing translation from English to Hindi in conformity with the above mentioned suggestions given at the meeting of the Central Hindi Committees so that it can easily be understood even by those who are not proficient in Hindi. In translation not only simple and intelligible words should be used but as far as possible sentences should be small and instead of attempting word-by-word translation the sense, of the sentence or its part should be conveyed in the style of Hindi language. Instead of using difficult Hindi equivalents of the prevalent words of English or other languages, there should be no hesitation in writing those words in Devnagari script. In short efforts should be made to ensure that the language of translation is so simple that it is easily understood by common men.

243. O.M. No. 13017/2/88-OL(C) dt. 20-6-88

Subject :—Arrangements for translation of statutory material concerning Central Govt.

All the Ministries and Depts, have been informed vide M/Home Affairs O.M. No. 11021/2/72-OL(Unit) dt. 16th Sept., 1972 that work relating to translation of all statutes, statutory rules, regulation and ordinances including forms connected with them fall under the jurisdiction of Legislative Deptt. of the M/o Law & Justice. This work is done by the Official Language Wing of that Deptt.

2. At a Seminar of Secretaries held on 7th January, 1988, the view expressed was that a list of those statutory rules which were applicable at present and which had not been translated so far should be prepared. It has also been recommended at the Seminar that such statutory rules should immediately be sent to the Official Language Wing of the M/o Law for translation into Hindi.

3. All the Ministries/Depts. of the Central Govt. are requested to prepare a list of such statutory rules which are applicable at present and which have not been translated so far. A copy of such a list with an upto date copy of the rules may please be sent immediately to Official Language Wing of the Legislative Deptt. for translation. A list of such statutory rules may also be sent to the undersigned intimating the action taken in this regard.

244. O.M. No. 11034/8/87-R & A dt. 21-6-88

Subject :—Use of technical terms prepared by Central Hindi Directorate/Commission for Scientific and Technical Terminology and Rajbhasha Wing of the Legislative Department (Law Ministry) in official work

In continuation of the Department of Official Language (Ministry of Home Affairs) O.M. No. II/13017/12/75-O.L. (C) dated 5-5-1976 and subsequent O.M. of even number dated 23-9-87 it has been noted that work of preparing departmental terminology is being done in various Ministries/Departments. Actually there is no need to coin new Hindi equivalents for the words relating to science and technology already finalised and printed by the Commission for Scientific and Technical Terminology. But there is no objection to any department selecting terms out of the various glossaries, connected with their work and printing the same by their departmental purposes. Hindi equivalents of technical terms which have not been included for the Commission for Scientific and Technical Terminology in any of their glossaries, may be evolved. With a view to co-ordinating different terminologies, directions have been issued that prior approval of the Commission should be

obtained, before issue of such terminologies. While doing so, only those terms should be sent for approval of the Commission which have not been evolved by them earlier, instead of the whole compilation. If there is any practical difficulty in sending only the new terms separately, then such terms should be marked so that the suitability of only marked terms is considered by the Commission. This will result in early approval of the departmental terminology by the Commission and the process will save time of the concerned officers.

245. O.M. No. 14012/11/87-OL(C) dt. 1-7-88

Subject:—Option for answering in Hindi the question-papers of the departmental examinations conducted for promotion in Central Government services or to Central Govt. posts—Translations of relevant books.

Instructions were issued vide this Department O.M. of even No. dated the 21st September, 1987 on the subject cited above that the candidates may be permitted to use either Hindi or English for answering question papers of all the in-service departmental examinations and examinations conducted for promotion including those conducted on all India basis in all the Ministries/ Departments and their attached and subordinate offices irrespective of the region in which they are situated. It was also stated that all the question papers for these examinations may be got prepared both in Hindi and English and where interview is prescribed, the candidates may be allowed to answer the questions in Hindi. These instructions are also applicable to all the Corporations, Undertakings and Banks etc. owned or controlled by the Central Government.

2. This matter was considered at a Seminar of Secretaries to the Govt. of India held in the January 1988 and it was recommended that all the Codes, Manuals or other books which are used for departmental and promotional examinations should be got translated into Hindi within a year so that the employees who opt for Hindi medium in these examinations do not face any difficulty.

3. All the Ministries and Departments of the Central Government are requested to have such arrangements made expeditiously for departmental and promotional examinations conducted in their attached and subordinate offices and the Companies, Corporations, Banks etc. and to issue instructions that the books required to be translated be got translated immediately. Information regarding Codes, Manuals etc., already sent to Central Translation Bureau or Official Language Wing of the Legislative Department for translation and which are to be used by the employees appearing in the departmental or promotional examinations, should immediately be sent to the Central Translation Bureau/Official Language Wing of the Legislative Deptt. so that their translation could be attended to on priority basis. Such codes, manuals and other procedural literature will be given priority as follows:

- (1) which are to be used for training programmes.
- (2) which are to be used in the departmental examinations.
- (3) Non-availability of the Hindi version which causes hindrance in the departmental work.
- (4) Non-availability of the Hindi version which has resulted in the stoppage of printing work.
- (5) Which have been amended but the amendments have not been translated.

All the Ministries and Departments of the Central Government are requested to make expeditious arrangements for having such codes, manuals and other books etc. translated into Hindi as are used for departmental and promotional examinations conducted in their attached and subordinate offices and the companies, corporations and banks etc. controlled by them. Available codes, manuals and other procedural literature should be reviewed and sent for translation to the Central Translation Bureau. In case of the manuals, codes etc. which are either being compiled or revised, the Translation Bureau will accept such codes etc. in parts or chapterwise for expeditious translation. The material sent would be translated by the Bureau in order of priority as indicated above.

4. It is requested that the Department of Official Language may be apprised of the action taken in this regard.

246. O.M. No. 13017/3/87-OL(C) dt. 19-7-88

Subject :—Execution of translation work on honorarium basis in Government offices where no Hindi staff has been provided.

Instructions issued vide Department of Official Language O.M. No. II/13017/13/75-OL(C) dated 21st February, 1976 stipulated that in Central Govt. offices where no post of Hindi Officer or Hindi Translator existed, translation work from English to Hindi and Hindi to English, wherever necessary, could be entrusted to a competent employee of the office concerned on honorarium basis. The rate of honorarium for such work was fixed at Rs. 5 per thousand words. This rate was increased to Rs 10 per thousand words vide this Department Office Memorandum No. 20013/2/77-OL(C) dated 16-10-1979.

2. It has now been decided in consultation with the Department of Personnel and Training that for translation from English to Hindi and Hindi to English honorarium may be paid at the rate of Rs. 15 per thousand words for ordinary material and Rs. 20 per thousand words for technical material including manuals, codes, etc. Other conditions for grant of honorarium will continue to be the same as laid down in this Department's O.M. of 21st February, 1976. Translation work can also be entrusted to employees of the other Central Govt. offices at the above rates. Non-officials should not, however, be engaged for translation work.

3. These orders take effect from the date of issue of this Office Memorandum.

4. This Office Memorandum is being issued with the concurrence of the Department of Personnel and Training vide their U.O. No. 17013/3/86-Estt(A) dated 21st June, 1988.

247. Resolution No. 1/20012/1/87-OL (A-I) Dt. 30-12-88

RESOLUTION

The Committee of Parliament on Official Language was constituted under Section 4(1) of the Official Languages Act, 1963 (as amended). In accordance with the provisions of Section 4(2) of the same Act, the Committee was constituted with 20 Members of the Lok Sabha and 10 Members of the Rajya Sabha. The Committee submitted the 1st part of its Report to the President in January, 1987, wherein it had made recommendations regarding the translation arrangements, training facility in translation and availability of reference and help literature in Central Government Offices. The 1st volume of the Report was placed before both Houses of Parliament on 8th May, 1987 and its copies were duly sent to all the State Governments and Union Territories. As the recommendations concerned the transaction of official business in various Ministries/Departments their opinion was also taken.

2. After considering the views expressed by State Governments, a decision was taken to accept most of the recommendations made by the Committee either in their original form or with some modification. Accordingly the undersigned has been directed to notify the following orders of the President under Section 4(4) of the Official Languages Act, 1963, on the recommendations of the Committee :—

(A) Completion of the remaining translation work

(1) Translation, printing and use of forms.—

The committee has recommended that arrangements should be made for getting all forms pertaining to contracts, agreements, licences, permits, notices and tenders covered by sub-section 3(3) (ii) of the Official Languages Act translated into Hindi and printed in bilingual form as early as possible so that these could be issued and made use of both in Hindi and English.

The Government has accepted this recommendation. The Department of Official Language Ministry of Home Affairs, may issue necessary directions to various Ministries/Departments etc. to take appropriate action in this regard.

(2) To fix a time limit for the translation of codes and manuals etc.

The Committee has recommended that arrangements should be made immediately for the translation of all codes and manuals which yet remain to be translated so that the work of their translation is completed by the end of year 1987.

The period fixed by the Committee has already expired. Taking into view the volume of translation work yet to be done, the Ministry of Railways, the Ministry of Communication and the Comptroller and Auditor General of India should complete the translation of their remaining codes and manuals and the Central Translation Bureau the translation of the remaining codes and manuals of all other Ministries/Departments etc. within the next three years, i.e. by the end of 1991.

Since in the case of Ministry of Defence the number of codes and manuals which remain to be translated is quite large, it should complete this work by the end of 1994-95.

(3) Translation of law books and judgments

(i) The Committee has recommended that the work of translating law books and judgments delivered by the Privy Council (1837—1950), Federal Court and Supreme Court (1950—1968) should be completed as early as possible and requisite number of additional posts should be created for this purpose.

This recommendation has been accepted with this modification that those judgments which are no longer relevant may be left out, only summaries may be prepared in case of those judgments where these will serve the purpose and the remaining judgments should be got translated.

The Official Language Wing of Legislative Department under the Ministry of Law and Justice may take necessary action in this regard.

(ii) **Translation of parliamentary Legislation into Hindi and Regional Languages.**— The Committee has recommended that in pursuance of the para II of the Presidential Order, 1960 necessary arrangements for the translation of parliamentary legislations into Regional languages should be made in the Official Language Wing of the Legislative Department.

The work of translating Parliamentary enactments into Regional Languages is already being done in the Official Language Wing of the Legislative Department, so far as the bills are concerned, the work of translating Government Bills may be done by the Official Language Wing of the Legislative Department. The work of translating Private Members Bills into Hindi will, as per present arrangements, continue to be done by Lok Sabha or Rajya Sabha Secretariat. In the beginning, the Official Language Wing of the Legislative Department may also do the work of translating Private Members bills into Regional languages. The question of entrusting this work to the Lok Sabha or Rajya Sabha Secretariat may also be considered later on.

(iii) **Authorised Hindi text of State Government Acts.**—The Committee has recommended that necessary arrangement may be made in the Official Language Wing of the Legislative Department for preparing authorised Hindi Texts of the State Act as required by Section 6 of the Official Language, Act 1963.

The responsibility for preparing authorised Hindi text of State Acts is that of State Governments. This recommendation may be sent to the State Governments for taking necessary action.

(4) Translation of training material—

The Committee has recommended that immediate steps should be taken to translate the training material in use in the training institutes of Ministries/Departments, Undertakings and other Autonomous Organisations etc. and the work should be completed within next 3 years by formulating a time-bound programme.

The recommendation has been accepted. The Department of Official Language has issued necessary instructions to Ministries/Departments for taking appropriate action in the matter. The Ministries/Departments may ensure compliance of these instructions.

(B) Strengthening of translation arrangements.

(5) For the translation of procedural literature—

The Committee has recommended that the existing arrangement for the translation of various types of prescribed codes/manuals/forms and other procedural literature should be strengthened commensurate with the needs of this work. At present this work is being done in Central Translation Bureau of the Department of Official Language, Ministry of Home Affairs, the Ministry of Railways, Ministry of Defence, Department of Posts and the Department of Tele-Communications under the Ministry of Communications and the Legislative Department of the Ministry of Law and Justice. The Committee has recommended that this work should continue to be done there and the additional staff/officers of appropriate level should be provided immediately to them for this purpose.

This recommendation has been accepted. Concerned Ministries/Departments may take necessary action in this matter.

(6) Translation arrangements for the successful implementation of the Government Policy of bilingualism.

The Committee has recommended that the translation arrangement will have to be strengthened further according to needs in almost all Ministries/Departments for successful implementation of the policy of bilingualism even for their day to day and continuous type of general work, so that work relating to implementation of the Official Language Policy does not lag behind.

This recommendation has been accepted. The Department of Official Language may issue necessary instructions to all Ministries/Departments etc. to take necessary action.

(7) Translation arrangements for the implementation of Official Languages Act and the Rules framed thereunder—

About the translation arrangements to be made for the due compliance of the Official Languages Act and the Rules framed thereunder, the Committee has recommended that in all the subordinate/attached offices of the Ministries/Departments of Government of India, Undertakings and other institutions, whether located in India or abroad, where there is not even a single translator at present, all the work required to be done in both the languages under the Official Languages Act and the Rules framed thereunder should be done bilingually and requisite arrangement should be made for this purpose.

This recommendation has been accepted. The Department of Official Language, Ministry of Home Affairs, may issue directions to all the Ministries/Departments etc. to take necessary action.

(8) Translation of statutory literature of Public Undertakings

The Committee has recommended that the Official Language Wing of the Legislative Department should be strengthened in such a manner that it is able to discharge properly the responsibility of translating the statutory literature of the public sector undertakings.

This recommendation was duly considered. The Official Language Wing of the Legislative Department is meant for the translation of statutory material of Government Departments and Offices, Banks, Insurance Companies and large undertakings should make their own arrangements for the translation of their statutory material. For their guidance the Official Language Wing of the Legislative Department will provide to them some standard drafts and also extend to them its full cooperation in training their Law Officers in this respect. For smaller undertakings, for whom it is not feasible to make this arrangement the Bureau of Public Enterprises may make requisite arrangements either through Standing Conference on Public Enterprises (SCOPE) or in some other way.

(9) Creation of posts connected with translation work

The Committee has recommended that the policy for creation of post connected with translation work should be practical and liberal. Clear instructions should be issued to Ministries/Departments etc. that whenever it is necessary and obligatory to work in both Hindi and English, translators etc. should be appointed for this purpose. There should be no restriction of any kind in this regard. In offices with a strength of less than 25 members of ministerial staff also, proper arrangements for translation should be made.

This recommendation has been accepted. The Department of Official Language of the Ministry of Home Affairs may issue directions to Ministries/Departments etc. to take necessary action. For offices where there are less than 25 persons in the ministerial staff, the Department of Official Language may also issue necessary instructions to them to arrange translation on honorarium basis as per existing instructions.

(10) To re-examine the recruitment rules for translators and amend them as needed

With a view to improving standard of translation of material on different subjects, the Committee has recommended that the recruitment rules for translators should have provision for the induction of candidates with experience and ability commensurate with the specific requirements of special types of offices/undertakings etc. Besides, recruitment rules should be revised in a manner so that persons with qualifications in law, engineering, science, technology etc. and with a high proficiency in English and Hindi are attracted to the higher posts in the Official Language Services.

This recommendation has been accepted. The Department of Official Language, Ministry of Home Affairs may issue directions to Ministries/Departments etc. to take necessary action in this matter.

(11) To form separate cadres of officers/persons engaged on translation work in subordinate offices.

The Committee has recommended that the various Ministries/Departments/Undertakings should form in their subordinate offices separate cadres of officers/persons engaged on translation work for implementing the Official Language policy.

This recommendation has been accepted with this modification that cadres may be formed where it is feasible. Where it is not feasible other arrangement may be made to provide avenue for promotion to the staff. The Department of Official Language may issue instructions for taking necessary action in this matter.

(C) Bilingual preparation of codes, manuals, forms and amendments thereof as well as their printing, publication and distribution.

The committee has made the following recommendations for the preparation, printing, publication and distribution of codes, manuals and forms in bilingual form:—

(12) Preparation and amendment in bilingual form.

(i) Arrangements should be made for the preparation of Hindi and English texts of all codes/manuals forms and other procedural literature simultaneously. Amendments made in them from time to time should also be got translated side by side.

(ii) **Printing and publication in diglot form**—Codes/manuals and forms which have been already translated and those which are yet to be translated, should be printed/published in bilingual form soon after their Hindi translation is made available. If deemed necessary to avoid delay in their printing, they may be got printed from private presses. If there is violation of this rule at any place or level, it should be viewed seriously.

(iii) **Distribution in bilingual form**—Codes/manuals and forms and other procedural literature and amendments made in them from time to time should be made available in bilingual form to the attached/subordinate offices and undertakings and institutions etc. wherever they are required to be used.

(iv) **Appointing of Coordinating Officers**—To coordinate all the work pertaining to translation of prescribed statutory/non-statutory codes/manuals/forms and other procedural literature and their printing and availability in bilingual form to all the offices of Ministries/Departments.

The above recommendations have been accepted. The Department of Official Language under the Ministry of Home Affairs may issue directions to all Ministries/Departments etc. to take necessary action in the matter.

(D) Training in translation

(13) Training in translation of non-statutory literature

In its report the Committee has stressed upon the need for imparting training to the translation personnel. In this matter the Committee has recommended that all the translation personnel should be imparted training in translation compulsorily under a time-bound programme. For this purpose Central Translation Bureau will have to further strengthen its training set-up. All translators who have not so far received training in translation should be imparted this training at the most by the end of 1988. For this purpose apart from big cities like Calcutta, Madras, Ahmedabad and Guwahati at least one Training Centre in each State should be immediately set up on ad-hoc basis.

So far as the question of imparting training to all the translators by the end of 1988 is concerned it is not practicable in such a short period. The Department of Official Language in the Ministry of Home Affairs may evolve a time-bound programme for imparting training to all the personnel by the end of 1991 and make necessary arrangements for it. The decision to open new training centres may be taken keeping in view the need and the available financial resources.

(14) Training for the translation of statutory literature

In respect of the training for the translation of statutory literature, the Committee has recommended that in order to improve the standard of translators engaged in the translation of statutory literature either Central Translation Bureau or the Ministry of Law and Justice itself should make requisite arrangements for imparting necessary arrangements for imparting refresher training to them.

This recommendation has been accepted. The Legislative Department in the Ministry of Law and Justice may make necessary arrangements for imparting training to translators engaged in the translation of statutory literature as well as refresher training to them.

(15) Refresher Training in translation

Regarding refresher training for translators the Committee has recommended that in order to maintain the level of knowledge and standard of translation of the trained and experienced translators, a refresher course in translation should be conducted for translation staff after 5 years of their initial training.

This recommendation has been accepted. The Department of Official Language may make necessary arrangements in this respect.

(16) Arrangements regarding training for Hindi officers and officers of higher rank

The Committee has recommended that appropriate and requisite arrangements for imparting training of a high standard in translation and vetting thereof should be made for officers of the rank of Hindi officers and above in order to provide an efficient, smooth and prompt translation machinery at all levels in all Ministries, Departments, Undertakings and offices etc.

This recommendation has been accepted. The Department of Official Language in the Ministry of Home Affairs may make necessary arrangements in this respect.

(17) Departmental training on transfer from one Department to another

The Committee is of the view that on the transfer of translation personnel from one Department to another Department, it is necessary that they are given special training in the new Department. The Committee has therefore, recommended that arrangements should also be made for imparting special training for about a week's time for officers and staff engaged on translation work on their transfer from one Department to another so as to enable them to have a grasp of the peculiar environment and terminology etc. pertaining to the new Department.

This recommendation has been accepted. The Department of Official Language may issue necessary directions to all Ministries/Departments etc. to provide this training departmentally.

(E) Evolving of standard terminology

(18) The Committee has made the following recommendations in regard to evolving of terminology :—

(i) **Finalising standard Hindi equivalents of new words**—The Commission for Scientific and Technical Terminology should immediately undertake the task of finalising standard Hindi equivalents of thousands of new words which have come into being in various subjects after 1970 and should take steps to update their glossaries.

(ii) **Periodical review of glossaries**—These terminologies should be reviewed from time to time and appropriate new words relating to new expressions coming up on account of scientific innovations and other developments should be added therein to make them up-to-date.

(iii) **To expedite the finalisation of terminologies presently being evolved**—The work relating to the evolution of terminologies on various subjects which is presently in progress should be expedited so that it is completed by the end of the year 1988.

(iv) **Constituting a High Level Committee**—The vacancies in the membership of the Commission for Scientific and Technical Terminology should be immediately filled up and a High Level Committee should be constituted to provide guidance in the field of evolution of terminology.

These recommendations have been accepted. The Department of Education under Ministry of Human Resource Development may take necessary action. Regarding review of legal terminology, the Official Language Wing of the Legislative Department under Ministry of Law and Justice may take necessary action.

(F) Use, propagation and distribution of standard terminology

(19) Emphasising the need for the use and propagation of the standard terminology, the Committee has made the following recommendations :—

(i) **To ensure the use of standard Hindi equivalents**—The use of Hindi equivalents for various English terms as are given or as may be given in the standard glossaries should be ensured so that a standard form of Official Language could be evolved.

(ii) **To organise workshops for teachers**—Workshops on terminology should be organised for teachers in various Universities so that their knowledge of the use of precise terms gets enlarged and their linguistic capabilities are enhanced.

(iii) **Identifying all India terminology**—After identifying the all India terminology, lists of all the basic terms should be prepared and sent to the Text-book Boards of non-Hindi speaking States and also workshops on terminology organised in cooperation with the scholars of these States.

(iv) **Adaptation of glossaries published by the Commission for Scientific and Technical Terminology**—For the adaptation of glossaries published by the Commission for Scientific and Technical Terminology, proper agencies should be set up in all States so that there is uniformity of terminology in the Scientific and Technical literature written in Hindi and other Indian Languages.

(v) **Use of standard terminology in study and teaching**—Agencies engaged in the work of evolving terminology should send subjectwise lists of terms to schools, Universities and teachers and go to States and organise seminars and workshops for the teachers of schools and Universities so that they may become conversant with newly evolved terms and make use of them in their study and teaching.

(vi) **To impart knowledge of technical terminology in workshops**—In workshops organised to facilitate work in Hindi, officers/staff should be invariably familiarised with technical terminology so that they are able to use it in their day-to-day work.

(vii) **Writing of books in Hindi on scientific and technical subjects**—More and more books should be written on scientific and technical subjects in Hindi at Government level. In this field private publishers may also be encouraged. A precondition for the publication of these books should be that authentic terminology will be used in them.

(viii) **Use of standard terminology in the official work of Central Government**—Legal, scientific and technical terminologies, evolved by the Commission for scientific and Technical Terminology and concerned Ministries should be appropriately used in the official work of the Central Government, including broadcasts over all India Radio and telecasts on Doordarshan.

(ix) **Distribution of glossaries in adequate number**—Glossaries published by the Commission for Scientific and Technical Terminology and the Official Language Wing of the Legislative Department and also those prepared and published by other Ministries should be made available to all Government Offices in adequate number according to their requirements.

(x) **Provision of detailed information about glossaries to institutes concerned with education**—Institutes related to the field of education e.g., National Council of Educational Research and Training, University Grants Commission and Universities etc. should be provided with detailed information about the existing glossaries as well as about those glossaries that might be brought out in future and they should be urged to ensure their use to the possible extent in the study material to be prepared in Hindi and other Indian languages on different subjects. Similar requests could also be made to the Granth Academies, Government Bodies engaged in publishing work and private publishers to make use of those terminologies, as far as possible in their publication on various subjects.

(xi) **Establishing a Terminology Bank**—Taking into account the future use of terminology evolved in the fields of Law, Science, Technology and Humanities by computers, a Terminology Bank should be established immediately. This work could be assigned to Commission for Scientific and Technical terminology.

(xii) **To make available copies of legal glossary to courts**—To ensure extensive use of the legal glossary prepared by the Legislative Department, its copies should be made available free of cost or at nominal price to all such courts throughout the country where there is likelihood of the use of Hindi.

(xiii) **Use of legal terminology in text-books of law**—For the convenience of students studying law through Hindi medium, authentic legal terminology should be used in text-books of law, whether they are translated or originally written in Hindi.

(xiv) **Wide distribution of legal glossary**—The Legislative Department should get large number of copies of legal glossary printed and arrange for its wide distribution so as to ensure its use and achieve uniformity in language. All these recommendations have been accepted. To ensure use of the Standard terminology in Government offices, the Department of Official Language has already issued necessary orders, the compliance of which should be ensured by all Ministries and Departments etc. The Department of Official Language may also issue directions in regard to (vi) above.

Department of Education may take necessary action as envisaged in the recommendations for the propagation of standard terminology evolved by the Department, for use in the field of Education and in the publication of books and for the establishment of Terminology Banks.

Similarly in relation to legal glossary, the Official Language Wing of the Legislative Department may take necessary action.

(G) Original drafting

(20) Use of Hindi in legal drafting

(i) In the field of law, original drafting should be done in Hindi so that laws enacted in Hindi are interpreted in Hindi and decisions written in Hindi.

(ii) **Original drafting of codes, manuals etc., in Hindi**—In future, all new codes, manuals etc., should be prepared originally in Hindi.

These recommendations have been accepted in principle. Although at present it may not be possible to implement them fully, yet efforts may be made in this direction as far as possible. Regarding original Hindi drafting in the field of Law, the Legislative Department may take necessary action. So far as the question of preparing codes and manuals originally in Hindi is concerned, the Department of Official Language may issue necessary directions to all Ministries and Departments etc.

(h) Other recommendations related to the field of education

(21) While emphasising the need for translating into Hindi and other Indian Languages all the scientific and technical knowledge available in other languages of the world, the Committee has recommended that for the advancement of the country it is necessary that material containing up to date knowledge brought out in the languages of the developed countries of the world should be directly and without any delay got translated into Hindi and other Indian languages. It has further recommended that for this purpose a new organisation may be set up.

This recommendation has been accepted with this modification that the Department of Education under the Ministry of Human Resource Development may get this work done through existing organisation under it by strengthening them as per the requirements of this work.

The Department of Education under Ministry of Human Resource Development may take necessary action in this regard accordingly.

(22) Making reference and supplementary literature in various branches of knowledge accessible to students and common man.

The Committee has recommended that the finest literature in various branches of knowledge should be made accessible to students and the common man. For this purpose in keeping with their requirements a large number of glossaries definitional dictionaries, University level books, reference books and supplementary literature in various disciplines of science and technology should be prepared. Besides whatever scientific and technical knowledge is available in Hindi, should more and more be used for educational and administrative purposes.

This recommendation has been accepted. The Department of Education under Ministry of Human Resource Development may take necessary action in this regard.

(23) Wide publicity to scientific and technical literature published in Hindi

The Committee has recommended that whatever scientific and technical literature has been published in Hindi should be given wide publicity and this work should be stepped up.

This recommendation has been accepted. The Department of Education under Ministry of Human Resource Development may take necessary action in this regard.

(24) Medium of teaching in Higher Education

The Committee has recommended that, in addition to English, Hindi and other Indian languages should also be made medium of teaching at the level of higher education.

This recommendation has been accepted in principle. In this regard the Department of Education under Ministry of Human Resource Development, the Department of Health and Family Welfare and the Department of Agricultural Research and Education may take necessary action.

(25) Preparation of reference and help literature

The Committee has recommended that for the smooth and successful functioning of translation arrangements in various offices of the Central Government, in addition to the work of preparing of glossaries, the process of preparation of other types of reference and help literature should also continue. For this purpose short term and long term plans, as may be needed, should be prepared. With this end in view, private organisations should also be encouraged. Such literature should also be distributed properly amongst the officers and be used by them.

This recommendation has been accepted. The Department of Official Language may issue necessary instructions in this regard.

(I) Other recommendations relating to Law**(26) Establishing Indian Languages in the sphere of Law**

The Committee has recommended that the Central Government should in consultation with State Governments, formulate an integrated scheme to establish Hindi and other Indian languages in the legal sphere.

This recommendation has been accepted. The Legislative Department may take necessary action in this regard.

(27) Preparation of Hindi Text of rules framed by the Union Territory of Delhi under Parliamentary Legislation

The Committee has observed that no arrangements have been made in the Official Language Wing of the Legislative Department for the preparation of the Hindi text of rules framed by the Union Territory of Delhi under Parliamentary Legislation. It has accordingly recommended that suitable arrangements should be made for this purpose.

This item of work is the responsibility of the Delhi Administration. Accordingly this recommendation may be referred to the Administration of the Union Territory of Delhi for taking necessary action.

(J) Form of language to be used in translation

(28) About the form of language to be used in translation, the Committee is of the view that in translation the adoption of the form of language as provided in Article 351 of the Constitution is in the interest of the unity and integrity of India.

This recommendation has been accepted. The Department of Official Language may issue necessary directions to all the Ministries/Departments etc. in this regard.

(K) Stringent action against officials responsible for the non-compliance of the provisions of Official Languages Act and Official Languages Rules.

(29) Rule 12 of the Official Languages Rules, 1976 assigns to the administrative head of each office of the Central Government the responsibility to ensure proper compliance of the provisions of the Official Languages Act and the Official Languages Rules. A large majority of the heads of Department have not been complying with the Official Languages Act and the Rules. The Committee has suggested that Government should take necessary steps in this regard and take stringent action against erring officials.

This recommendation has been accepted with this modification that the work relating to the implementation of the Official Language should be done through persuasion and encouragement, but at the same time compliance with rules and orders etc. should be strictly ensured.

The Department of Official Language has issued necessary directions in this regard. Ministries/Departments etc. may ensure their compliance.

(L) Censure for disregarding the directions of the Committee

(30) Some of the Ministries/Departments, whose names figure in para 11.1.2 of the report, failed to furnish the requisite information to the Committee by the scheduled date. While expressing its displeasure for the lapse the Committee felt that non-furnishing of the requisite information tantamounts to disregard of the Committee. For this they deserve to be censured. Accordingly stringent action should be taken against the concerned officials. It should also be ensured that in future there is no slackness in furnishing any information called for by the Committee.

The Department of Official Language may issue directions to the concerned Ministries/Departments to take necessary action in keeping with this recommendation of the Committee.

(M) Recommendations relating to State Governments**(31) Imparting training to Judicial Officers for doing work in the Official Languages of the States**

The Committee has recommended that persons selected for the post of Judicial Officers be imparted training in the Official Language of the State to enable them to deliver their judgements etc. in it. Workshops may be organised to familiarise them with the legal terminology. Workshops on similar lines may also be organised for senior judicial officers like Additional District Magistrates and District Magistrates so that they are able to carry out their work in the Official Language of the State.

This recommendation relates to State Governments. Accordingly it may be forwarded to them for necessary action.

(32) Use of the Official Language of the State in courts by Law Officers and advocates

The Committee has recommended that the State Governments should direct their Law Officers and advocates to argue in the courts, only in the State language, as far as possible, so that later on the entire official work could be done in the Official Language of the State. It should also be made obligatory that in petitions etc. only the authentic legal terminology be used. The State Governments should file their affidavits, plaints and written statements only in the official language of the State so that ultimately the entire work is done in the official language of the State.

This recommendation relates to States. Accordingly it may be forwarded to them for necessary action.

(33) Passing of orders etc. by the subordinate courts in the Official Language of the State

The Committee has recommended that it should be made obligatory for the subordinate courts to pass their judgements, decrees and orders in the Official Language of the State.

This recommendation relates to State Governments. Accordingly it may be forwarded to them for necessary action.

(34) The following recommendations of the Committee are still under consideration, decision on which would be intimated later :—

(1) The proposal to amend Section 7 of the Official Languages Act, 1963, as per recommendation made in para 14.4.4 of the report of the Committee.

(2) The recommendation made in para 14.4.7 of the report of the Committee to provide for the alternative use of Hindi in the proceedings of the Supreme Court.

CHAPTER 10

USE OF HINDI IN DEPARTMENTAL EXAMINATIONS

248 O.M. No. 12022/1/85-O.L. (B-1) dt. 13-11-86

Subject :—Use of Hindi as alternative medium in examinations for recruitment to non-technical subordinate services and technical posts.

The undersigned is directed to invite attention to the d.o. of even number dated 17-4-85 from the Secretary of this Department on the above subject. In response to that d.o. and subsequent reminders from this Department, the information from the Ministries/Departments has been received. Most of the Ministries/Departments have allowed the option for answering the papers through Hindi medium in the Departmental examinations conducted for recruitment and promotion and the question papers are also set in both the languages.

It is hoped that option for use of Hindi as an alternative medium might have been allowed by now in all the examinations. If there are still some examinations where there is no option for Hindi and the question papers are also not set in Hindi, complete information relating thereto may kindly be sent to this Department in the enclosed proforma urgently.

**Present position regarding departmental and promotional examinations in Ministries/Departments
their Attached/Subordinate offices, Corporations, Undertakings, etc.**

Name of the Deptt./ Office/Undertaking	Names of the departmental and promotion examinations	Whether option of Hindi has been given for writing answers	Whether question papers are pre- pared both in Hindi and English	Whether interview letters contain in- dications that option is allowed for giving answers in Hindi	Remarks, if any
1	2	3	4	5	6

249 O.M. No. 14012/6/87-OL(C) dated 21-5-87

Subject :— Optional use of Hindi as alternative medium of examination for recruitment to subordinate services and non-technical posts.

Instructions were issued vide this Department O.M. No. I/14012/34/75-OL(C) dated the 6th January, 1976, that the optional use of Hindi may be allowed as alternative medium in examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Government of India located in Hindi speaking States.

2. The instructions dated the 6th January, 1976, mentioned above refer specifically only to the Offices of Central Government located in Hindi speaking States. These do not specifically refer to the Undertakings, Banks etc. owned or controlled by the Central Government, although the instructions issued by the Department of Official Language generally, apply to these Undertakings, Banks, etc. in the same manner as they apply to the Offices of the Central Government. Some Undertakings, Banks, etc. have already started implementing these instructions.

3. I have been directed to clarify that the instructions dated 6th January, 1976, referred to above also apply to the Offices of the Public Undertakings, Banks, etc. owned or controlled by Central Government located in Hindi-speaking States.

4. The Ministry of Finance, etc. are requested to bring this clarification to the notice of the Public Undertakings, Banks, etc. under their control for necessary action.

Copy of Department of Official Language O.M. No. I/14012/34/75-OL (C), dated 6-1-1976

Subject : — Optional use of Hindi as alternative medium of examination for recruitment to subordinate services and non-technical posts.

Hindi in Devanagari script is the Official Language of the Union. However, English continues to be the sole medium of examinations conducted for recruitment to various services and posts in the subordinate offices of the Central Government. The question of allowing optional use of Hindi as alternate medium of examinations for recruitment to subordinate services and posts of the Government of India has been under consideration for quite sometime. After giving careful thought to the various aspects of the matter and in consultation with the various Ministries/Departments, it has been decided that the optional use of Hindi as alternative medium in examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Government of India may be allowed in the manner indicated below :—

- (a) In respect of examinations conducted for recruitment to non-technical subordinate posts under the Central Government, candidates may be allowed the option to answer all papers either in Hindi or in English except the paper on General English.
- (b) In respect of examinations for technical posts also candidates may be allowed to answer papers either in Hindi or in English. However, if some paper is on a highly technical subject and the concerned Ministry/Department do not consider it feasible to allow the optional use of Hindi for answering the said paper, the final decision in this respect should be taken in consultation with the Department of Official Language.
- (c) There should be a compulsory paper on English in all these examinations.
- (d) To begin with the above decision may be made applicable to examinations for recruitment in Central Government offices located in Hindi speaking States.
- (e) Arrangements may be made for printing of question papers in these areas both in Hindi and English.
- (f) Where an interview or oral test is held for such post the candidates may be allowed the option to answer in Hindi.

2. The Ministry of Finance etc. are requested to allow the option of Hindi medium in the examination for direct recruitment conducted by their attached and subordinate offices located in Hindi speaking areas. A copy of the instructions issued in this regard may also be endorsed to the Department of Official Language.

250. O.M. No. 14012/6/87-OL (C), dated 16-2-88

Subject :— Optional use of Hindi as medium of examinations for recruitment to subordinate services and non-technical posts.

Instructions were issued vide this Deptt. O.M. No. I/14012/34/75-OL(C), dated 6-1-1976 that Hindi be allowed as an optional medium in the examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Govt. of India located in Hindi speaking states, vide O.M. No. 14012/6/87-OL (C), dated 21-5-87, it was clarified that these instructions were also applicable to the Undertakings owned or controlled by the Central Govt., Banks etc. situated in Hindi speaking states. Copies of both these O.Ms are annexed for ready reference.

2. The above instructions dated 6th Jan. 1976 and 21st May, 1987 were made applicable to the Central Govt. offices located in Hindi speaking states only. The matter of allowing similar option in the examinations for recruitment to services and posts in the offices of the Central Govt. and the undertakings owned or controlled by the Central Govt., Banks etc. situated in 'B' region, was under consideration in this Department. After considering various aspects of this matter, it has now been decided that the optional use of Hindi be permitted in the examinations conducted on regional or local basis for direct recruitment to the services and posts of the subordinate offices of the Central Government and Undertakings owned or controlled by the Central Govt., Banks etc. located in 'B' Region viz, the States of Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh, in the same way as allowed for subordinate offices in Region 'A' vide O.M. dated 6th Jan. 1976.

3. All the Ministries and Departments of the Central Govt. are requested to bring this decision to the notice of all their attached and subordinate offices and undertakings, banks etc. and ensure its implementation,

Copy of Department of Official Language O. M. No. 1/14012/44/75-OL (C) dated 6-1-1976.

SUBJECT :—Optional use of Hindi as alternative medium of examination for recruitment of subordinate service and non-technical posts.

Hindi in Devanagari script is the official Language of the Union. However English continues to be the sole medium of examinations conducted for recruitment to various services and posts in the subordinate offices of the Central Government. The question of allowing optional use of Hindi as alternate medium of examinations for recruitment to subordinate services and posts the Government of India has been under consideration for quite sometime. After giving careful thought to the various aspects of the matter and in consultation with the various Ministries/Departments it has been decided that the optional use of Hindi as alternative medium the examinations conducted on regional or local basis for direct recruitment to services and posts in the subordinate offices of the Government of India may be allowed in the manner indicated below :—

- (a) In respect of examinations conducted for recruitment to non-technical subordinate posts under the Central Government, candidates may be allowed the option to answer all papers either in Hindi or in English except the paper on General English.
- (b) In respect of examination for technical posts also candidates may be allowed to answer papers either in Hindi or in English. However, if some paper is on a highly technical subject and the concerned Ministry/Department do not consider it feasible to allow the optional use of Hindi for answering the said paper the final decision in this respect should be taken in consultation with the Department of Official Language;
- (c) There should be a compulsory paper on English in all these examinations.
- (d) To begin with the above decision may be made applicable to examinations for recruitment in Central Government offices located in Hindi speaking States.
- (e) Arrangements may be made for printing of question papers in these areas both in Hindi and English.
- (f) Where an interview or oral test is held for such posts the candidates may be allowed the option to answer in Hindi.

2. The Ministry of Finance etc. are requested to allow the option of Hindi medium in the examination for direct recruitment conducted by their attached and subordinate offices located in Hindi speaking areas. A copy of the instructions issued in this regard may also be endorsed to the Department of Official Language.

O. M. 14012/6/87-OB (C) dt. 21-5-87

SUBJECT :—Optional use of Hindi as alternative medium of examination for recruitment of subordinate services and non-technical posts.

Instructions were issued vide this Department O.M. No. I/14012/14/768 OL(C) dated the 6th January, 1976 that the optional use of Hindi may be allowed as alternative medium in examinations conducted on regional or local basis or direct recruitment to services and posts in the subordinate offices of the Government of India located in Hindi speaking States.

2. The instructions dated the 6th January 1976 mentioned above refer specifically only to the Offices of Central Government located in Hindi speaking States. These do not specifically refer to the undertakings, Bank etc. owned or controlled by the Central Government although the instructions issued by the Department of Official Language generally apply to these Undertakings, Banks etc. in the same manner as they apply to the Offices of the Central Government. Some Undertakings, Banks etc. have already started implementing these instructions.

3. I have been directed to clarify that the instructions dated 6th January 1976 referred to above also apply to the Offices of the Public Undertakings, Banks, etc. owned or controlled by Central Government located in Hindi-speaking States.

4. The Ministry of Finance etc. are requested to bring this clarification to the notice of the Public Undertakings, Banks etc. under their control for necessary action.

251 O.M. No. 14012/11/87-OL(C) dated 21-9-87

Subject :— Option for the use of Hindi in the departmental examinations conducted for promotion to the posts and Services of the Central Government.

In supersession of the Ministry of Home Affairs' O.M. No. 16/12/70-OL, dated 24th November, 1970 and O.M. No. 11013/9/74-OL dated 25th June, 1974, the undersigned is directed to say that the candidates may be permitted to use either Hindi or English in answering question papers of all the in-service departmental examinations and examinations conducted for the promotion to higher posts, including those conducted on all India basis, in all the Ministries/Departments and their attached and subordinate offices irrespective of the region in which they are situated. The question papers of these examinations may be got prepared in both Hindi and English and where interview is prescribed, the candidates may be permitted to answer the questions in Hindi. These orders will also apply to all the Corporations, Undertakings and Banks, etc., owned or controlled by the Central Government.

2. All Ministries/Departments of the Government of India are requested to bring these instructions to the notice of all the concerned officers and request them that they must permit the optional use of Hindi in all the examinations conducted in future.

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CHAPTER 11

CREATION OF POSTS

252. O.M. No. 13035/4/88-OL(C), dated 12-7-88

Subject:—Creation of posts for implementation of Official Language Policy.

Attention of all the Ministries/Departments is invited to the Ministry of Finance, Deptt. of Expenditure O.M. No. 10(4)-E(Coord)/85, dated 8th June, 1988. According to Sr. No. 8 of annexure to this O.M., the proposals for sanction of posts required for implementation of Official Language Policy as per the guidelines framed and issued in this regard by the Department of Official Language in consultation with the Ministry of Finance can be approved by the Secretaries of the administrative Ministries in consultation with their Financial Advisers.

2. In this connection, attention, is invited to the following Office Memoranda issued by the Department of Official Language wherein guidelines in this regard were issued in consultation with the Ministry of Finance—

1. O.M. No. 13035/3/80-OL(C), dated 27th April, 1981—regarding creation of minimum number of Hindi posts.
2. O.M. No. 13017/1/81-OL(C), dated 13-4-1987—norms regarding posts of Translators and Vettors.
3. O.M. No. 11034/9/74-OL(unit), dated 10-1-1975—norms pertaining to quantum of work to be done by Hindi Typists and Comparers.

A copy each of the aforesaid Office Memoranda is attached for ready reference.

O.M. No. 13035/3/80-OL(C), dated 27-4-81

Subject :— Creation of minimum number of Hindi posts for compliance/implementation of Official Language Policy of the Central Government.

A number of provisions for the progressive use of Hindi for the official purposes of the Central Government have been made in the Official Languages Act, 1963 and the Official Languages (Use for the Official Purposes of the Union) Rules, 1976, made thereunder. Based on the provisions of the Act and the Rules an Annual Programme to encourage progressive use of Hindi for the official work of the Central Govt. is issued every year and all Ministries/Departments, etc. are requested to ensure compliance thereof.

2. In order to ensure compliance of the above provisions and the official language policy of Government creation of an adequate number of Hindi posts (Hindi Officer, Hindi Translator, Hindi Typists, etc.) is essential for looking after the translation work and other aspects relating to implementation in the various Central Government Offices.

3. Certain guidelines regarding the minimum number of Hindi posts so as to ensure compliance/implementation of Government's Official Language Policy were, in consultation with the Ministry of Finance (Deptt. of Expenditure) issued vide this Deptt's D.O. Letter No. E. 11015/17/73-OL (Cell), dated the 6th August 1973. The minimum number of posts mentioned in these guidelines are as under :—

(a) For Ministries/Departments

- (1) A Senior Hindi Officer in each Ministry and a Hindi Officer in each Department.
- (2) One Senior Hindi Translator and three Junior Hindi Translators in each Ministry/Independent Department.

(b) For Attached and Subordinate Offices

- (1) A Hindi Officer for each attached/subordinate office having a strength of 100 or more employees excluding class IV staff.
- (2) One Hindi Translator for each office having at least 25 employees. An additional Hindi Translator for every 50 ministerial employees; every fourth post of Hindi Translator to be that of Senior Hindi Translator.
- (3) One Hindi Typist for each office having at least 25 employees.

4. A general ban on the creation of all new non-plan posts was imposed vide the Ministry of Finance (Department of Expenditure) O.M. No. F.7(2)-E-Coord/79 dated the 6th July, 1979 and O.M. No. F.7(18)-E-Coord/79 dated the 7th September, 1979 and directions were given that matching savings should be indicated against expenditure to be incurred on creation of such posts. However, vide Ministry of Finance (Department of Expenditure) O.M. No. F.7(16)-E-Coord/79 dated 3rd October, 1979 posts required for fulfilling statutory obligations were among others, exempted from the general ban imposed earlier. This exemption is also applicable to posts required for ensuring compliance/implementation of the Official Language Policy of Government. Therefore, Ministries, etc. can put up their proposals for the creation of the minimum number of Hindi posts in accordance with the above guidelines.

5. It may also be mentioned that the Ministry of Finance (Department of Expenditure) have, vide their D.O. Letter No. F.7(7)-E-(Coord)/81 dated 11th February, 1981 issued instructions to all Financial Advisors, that the general guidelines indicated in this Department's letter of 6th August, 1973 could be adopted for determining the staff needed for implementation of the Govt's Official Language policy in various Ministries/Departments/Offices and that proposals for the creation of such Hindi posts may be considered without invoking ban orders.

6. Under the circumstances mentioned above, all Ministries/Departments are requested to review the position of posts available in the Ministries/Departments, proper and in their attached and subordinate offices for implementation/compliance of the official language policy of Government with reference to the guidelines indicated in this Department's letter of 6th August, 1973, and to intimate prompt action for the creation of new posts where minimum staff is not available. Proposals for posts in excess of or higher than those mentioned in the guidelines could also be made on the grounds of adequate justification for their creation/work study.

7. The Ministry of Agriculture etc. are requested to bring this clarification to the notice of their attached and subordinate offices and to direct them to take appropriate action in this regard.

O.M. No. 13017/1/81-OL(C), dated 13-4-87

Subject : Revision of norms pertaining to quantum of work to be done by translators and vetters in the offices of the Government of India.

As the Ministry of Finance etc. are aware, the quantum of work for translation was fixed at 1350 words per translator per day vide O.M. No. 20/3/70-OL dated the 1st January, 1973 and that for vetting at 4700 words per translator per day vide O.M. No. 13017/1/75-OL(C) dated 2nd February, 1976. The revision of these norms was under consideration of this Department for some time past and after having conducted work study in some of the Ministries/Department, it has now been concluded that these norms need to be increased. Increase in work norms has also been necessitated by the increase in the daily working hours.

2. It has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit) that the translation work may be categorised as 'ordinary' and 'technical' and work norms may be fixed as under :—

	ORDINARY	TECHNICAL
Translation	1750 words per day	1350 words per day
Vetting	5800 words per day	4000 words per day

Considering the special nature of work in the Central Translation Bureau, the norms for translators in that Bureau will be 1300 words per translator.

3. The translation material may be categorised as under :—

Ordinary

- (a) Annual administrative reports
- (b) General orders, directives, circulars, etc.
- (c) Parliamentary work—Parliament Questions, Assurances, Calling attention Notices, etc.
- (d) Routine Correspondence
- (e) Reports of various Commissions/Committees, etc.

Technical

- (a) Reports on policy matters, such as Import-Export Policy.
- (b) White papers.
- (c) Scientific and technical literature of various Ministries.
- (d) Scientific and technical reports, such as reports of Planning Commission, Central Water Commission
- (e) Manual codes and other procedural literature.

In case of dispute as to which material falls in 'Ordinary' or 'Technical' category, the decision of the Senior Hindi Officer/Hindi Officer in the Ministry/Department shall be final, but where 25% or more translatable work of a Department is categorised as 'Technical', study by the Internal Work Study Unit shall be necessary.

4. The nature of work in the Official Language wing of the Legislative Department of the Ministry of Law and Justice is different from translation work in other Ministries/Departments and therefore, these norms will not apply to the translators and vettois in that Wing.

5. The Ministry of Finance etc. are requested to bring the contents of this O.M. to the notice of all concerned.

Copy of Ministry of Home Affairs O.M. No. 11034/9/74-O. L. (Cell) dated 10-1-75.

Subject :—Norms pertaining to quantum of work to be done by Hindi typists and Comparers in the various Ministries/Departments/Offices.

The undersigned is directed to say that the question of fixing norms pertaining to quantum of work to be done by Hindi typists and Comparers in the various Ministries/Departments/Offices has been under consideration of this Ministry for some time past and after studying the Hindi typewriting work being done in the various Ministries/Departments/Offices of Govt. of India and various problems connected therewith it has now been decided in consultation with the Ministry of Finance (Staff Inspection Unit, Deptt. of Expenditure) that the following norms be fixed for Hindi typists and Comparers :—

(1) Standard of work-load for Hindi Typists :

(a) Taking the minimum typing speed of 25 words per minute and after making an allowance for factors like breaks and interruptions fatigue subsidiary processes etc. a Hindi typist should give an output of 5400 (five thousand four hundred) words per day.

(b) In the case of letters and other communications the number of words in the body of the letter or communication alone should be counted. An addition of 60 words may be made for addresses and salutations in respect of each letter of communication.

(c) The above standard would apply to straight typing from running matter. To convert other kind of typing to this basic type, the following allowances may be added :—

(i) Cutting Stencils 25%, (i.e. 100 words to be treated as 125 words).

(ii) When three or more copies have to be taken out by inserting carbon papers. 25%

(iii) Manuscript or handwritten matter 25%

(iv) Statements 100%

NOTE.—For newly recruited typists, a norm of 5000 words per day may be adopted for the first year of their service. The same norm may also be adopted for typists engaged on English & Hindi typing simultaneously.

(2) Comparison of typed matter :

A set of two Comparers may be allowed for every three typists.

253 O.M. No. 12027/25/88-OL(B-2), dated 29-7-88

Subject :—Regarding filling up of Hindi Posts.

It has often been brought to the notice of the Officers of Department of Official Language participating in the meetings of Town Official Language Implementation Committees that posts relating to Hindi are not created according to the norms laid down by the Department of Official Language and such posts which are lying vacant for a long time are also not filled up in the attached/subordinate offices/undertakings of Central Govt. situated in various towns of the country. This causes impediment of proper implementation of Official Language Policy.

2. Ministries/Depts. are requested to create Hindi posts, according to the norms laid down by the Department of Official Language, in their attached/subordinate offices/public undertakings/banks etc. situated in the various towns of the country. Powers for creation of Hindi posts have been delegated to the Secretaries of the Ministry/Department concerned by the Department of Expenditure with effect from 8th June, 1988. In this connection attention is invited to the Deptt. of Official Language's O.M. No. 13035/4/88-OL(C), dated 12th July, 1988 with which copies of all relevant orders have been attached. According to this the proposals for sanction of posts required for implementation of Official Language Policy, as per the guidelines framed and issued in this regard by the Department of Official Language in consultation with the Ministry of Finance, can be approved by the Secretaries of the administrative Ministries in consultation with their Financial Advisers.

3. It is also requested that action be expedited to fill up sanctioned/vacant Hindi posts.

254 O.M. No. 13035/11/87-OL(C), dated 8-9-87

Subject :—Duties of Hindi Officers, Senior Translators and Translators.

It was recommended in the 16th meeting of the Central Official Language Implementation Committee held on 27th May, 1987 that as far as possible necessary posts should be created by each Department for the implementation of Official Language Policy. In this connection, I am directed to say that duties of the Hindi Officers as stipulated vide this Office O.M. No. II/13019/5/75-OL(C) dated 31-12-1975 included implementation work also in addition to the translation work. Similarly, while fixing duties of the translators and senior translators it was explained vide O.M. No. 13016/1/80-OL(C) dated 6-12-80 that posts of Seniors Translators and Junior Translators were created mainly for the translation work and their services should be utilized for the purpose only. It was also made clear that on the one hand sufficient posts of translators are required to ensure compliance of Section 3(3) of the Official Languages Act as well as other Rules etc. on the other, work relating to the implementation of Official Language Policy, directions/instructions issued from time to time in this regard, arranging meetings of the Official Language Implementation Committees etc. should be done at the level of Senior Hindi Officer/Hindi Officer as well as other Higher Officers. At the same time, where such posts do not exist these should be created there. It was also explained in the O.M. that assistance of the Junior Translators/Senior Translators can be taken at the time of special occasions (like meetings of Hindi Advisory Committee, Hindi Implementation Committee). Besides, their assistance can also be had in the implementation work subject to the condition that this does not hamper their normal translation work. It was also made clear that implementation work has got special importance and adequate attention should be paid by the officers belonging to proper status. Efforts should be made to create new posts wherever deemed necessary.

2. Ministry of Agriculture etc. are requested to bring this to the notice of all their employees as well as their attached and subordinate offices so that implementation work is also conducted properly alongwith the translation work.

255 O.M. No. 13017/4/88-OL(C), dated 8-6-88

Subject :—Prescribing duties of Hindi Officers

The duties of Hindi Officers and Hindi Translators were prescribed vide this Department O.M. No. 11/13019/75-OL(C) dated 31-12-1975 and O.M. No. 13016/1/80-OL(C) dated 6-12-1980, respectively (Compilation of orders regarding the use of Hindi, third edition, Sr. Nos. 139 & 140).

2. It has been brought to the notice of the Department of Official Language from time to time that the services of the staff available for implementation of Official Language are not utilised for Hindi work but they are engaged on some other items of work and this causes difficulty in the execution of the desired work in accordance with the Official Languages Act and Official Languages Rules. This point was also raised at the regional Official Language Conference held in Jammu on 2nd February, 1988.

3. It is clarified that the services of the Hindi Officers/Translators should, as far as possible, be utilised for translation and Official Language implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual Programme only then the officers/employees working against Hindi posts should, provided they get time, be entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.

4. All the Ministries/Depts. are requested to bring the aforesaid instructions to the notice of their attached and subordinate offices, undertakings, banks etc. for necessary compliance. This Department may also be apprised of the action taken in this regard.

256 O.M. No. 14012/7/87-OL(C), dated 20-8-87

Subject : Ratio of Stenographers working in offices, Banks, Undertakings etc., who have been trained in Hindi Stenography.

Instructions were issued vide this Department's O.M. No. E-11013/15/73-OL(C) dated 23rd March, 1976 that 25 percent of the total posts of Stenographers should be filled up by Hindi Stenographers in the Subordinate offices of the Central Govt. situated in Hindi speaking States. The instructions were also issued that in the offices where Hindi Stenographers are not available in adequate number, future vacancies may be filled up in such a manner that at least 25 percent of the total number of posts of Stenographers are manned by persons knowing Hindi Stenography.

2. Since 1976 the targets for doing office work in Hindi have increased considerably. Candidates knowing Hindi Stenography are also now available in adequate number at the selections conducted by the Staff Selection Commission in Hindi speaking States. Difficulty is being felt in many Government offices in doing work in Hindi in accordance with the Annual Programme issued by the Department of Official Language due to shortage of Stenographers trained in Hindi. Considering all these factors and keeping in view the need for Hindi Stenographers for doing Hindi work according to the targets in various areas, I have been directed to convey the directions of the President of India that in part modification of instructions contained in the Office Memorandum mentioned in Para 1 above, from now onwards all the Ministries/Departments situated in Region 'A' as defined in Rule 2(f) of the Official Language Rules, 1976, should have at least 25% of the total posts of Stenographer filled in by Stenographers trained in Hindi. In attached and subordinate offices as well as Corporations, Companies, Banks owned or controlled by the Central Government situated in Region 'A' at least 50% of the total posts of Stenographers should be manned by trained Hindi Stenographers. Secretariat of Ministries/Departments, their attached and subordinate offices, corporations or companies or banks etc. owned or controlled by the Central Govt. situated in Region 'B' should have at least 25% of the total posts of Stenographers filled in by trained Hindi Stenographers.

3. The above ratio of Stenographers knowing Hindi Stenography will have to be achieved by appointing Hindi Stenographers in future vacancies and by imparting training in Hindi Stenography to the existing English Stenographers. The above prescribed ratio must be achieved by 31st March, 1990. I have also been directed to say that candidates selected through the medium of Hindi Stenography only should be appointed to the posts of stenographers in future, if they are available, till the number of Hindi stenographers is equal to the ratio prescribed above.

4. It is also clarified that the ratio prescribed in para 2 above for Hindi Stenographers in various offices is the minimum requirement which must be achieved by 31st March, 1990. If the need of Hindi Stenographers in an office is more than the ratio prescribed above they can be taken through direct recruitment. It is also clarified that even after the achievement of the ratio prescribed above, English Stenographers should continue to be given training in Hindi Stenography till such time as all the Stenographers received the knowledge of Hindi Stenography.

5. The Ministry of Agriculture, etc. are requested to ensure the compliance of these instructions in future and also to immediately issue necessary instructions to all their attached and subordinate offices and Corporations, Companies, Banks, etc. under the Central Govt. situated in region 'A' & 'B' to comply with these instructions.

257. O.M. No. 14012/7/87-OL(C) dated 28-1-88

Subject : Ratio of Stenographers trained in Hindi Stenography against the posts of Stenographers in Central Govt. offices, Undertakings, Banks etc.

Instructions were issued *vide* Department of Official Language O.M. of even number dated 20-8-1987 that in all Ministries/Departments located in region 'A' at least 25% of the total posts of Stenographers should be manned by the Stenographers trained in Hindi and that in attached and subordinate offices as well as in the offices or Corporations, Companies, Banks etc. owned or controlled by the Central Govt. located in Region 'A' at least 50% of the total posts of Stenographers should be manned by Hindi trained Stenographers. Secretariats of the Ministries/Departments, their attached and subordinate offices, corporations / companies / banks etc. owned or controlled by the Central Govt. located in Region 'B' should have at least 25% of the total posts of stenographers manned by trained Hindi Stenographers.

2. The matter as to what should be the ratio of Hindi trained stenographers vis-a-vis the total number of stenographers in the Ministries/Departments, attached and subordinate offices and in the banks etc. owned or controlled by the Central Govt. located in Region 'C' was under consideration in this Department. Keeping in view the expected quantum of work to be done in Hindi in Region 'C' it has been decided that in the Ministries/Departments attached and subordinate offices and in the offices of a corporation or a company or bank etc. at least 10% posts of Stenographers should be manned by trained Hindi Stenographers. In offices where there are less than ten Stenographers at least one post should be manned by a trained Hindi Stenographer. This target should be achieved by 31st March, 1990 by recruiting candidates selected after qualifying stenography test through Hindi medium and by imparting training in Hindi stenography to the stenographers recruited through English medium.

3. This minimum ratio will, for the present, be applicable to the offices of Central Govt. in 'C' region, located in those cities only where the Department of Official Language, Ministry of Home Affairs are running training centres for Hindi Stenography. Names of the cities where these centres are running at present are as follows :

Full time centres : Srinagar, Madras, Hyderabad, Cochin, Coimbatore, Vishakhapatnam, Calcutta, Bhubaneswar, Guwahati, Bangalore.

Part-time Centres : Trivandrum, Gangtok, Shillong, and Imphal.

4. It is further clarified that the ratio prescribed in para 2 above for Hindi Stenographers in various offices is the minimum requirement which must be achieved by 31st March, 1990. If the need of Hindi Stenographers in various offices is more than the ratio prescribed above they can be taken through direct recruitment. It is also clarified that even after achieving the ratio prescribed above, English Stenographers should continue to be given training in Hindi stenography till such time as all the Stenographers acquired the skill of Hindi stenography.

5. All the Ministries and Departments are requested to give necessary instructions to their attached and subordinate offices and companies, banks, etc. owned or controlled by the Central Govt. located in cities mentioned in para 3 above in Region 'C' so that the ratio prescribed in para 2 above is achieved in these offices by 31st March, 1990.

258 O.M. No. 14012/14/87-OL (C) dt. 1-2-88

Subject : — Fixation of proportion of Hindi Typists for the progressive use of Hindi as official language.

In accordance with the suggestions given at the meeting of the Central Official Language Implementation Committee held on 11th sept., 1987, proportion for the purchase of Devanagari Typewriters in Central Govt. offices with a view to speeding up implementation of Hindi as Official Language has been laid down as follows in this Deptt. O.M. No. 1/14013/12/87-OL(A-I) dated 27-11-1987 :—

- (a) At least 25% of the total number of typewriters available in the Headquarters of the Ministries/Departments located in region 'A', should be Devanagari Typewriters.
- (b) This proportion should be 50% in the offices other than the Headquarters or the Ministries/Departments located in region 'A'.

- (c) At least 25% of the total number of typewriters in the Ministries/Departments and other offices located in region 'B' should be Devanagari Typewriters.
- (d) At least 10% of the total number of typewriters in the Ministries, Departments and other offices located in region 'C' should be Devanagri Typewriters.

2. It was also suggested in the said meeting of the Central Official Language Implementation Committee that the proportion of Hindi Typists should also be fixed in Central Govt. Offices so that quantum of Hindi work could increase and the typewriters purchased in the offices could be utilised.

3. The aforesaid suggestions of the Central Official Language Implementation Committee have been accepted. Accordingly the proportion of the Typists trained through Hindi medium has been fixed as follows :—

- (a) In the Headquarters of the Ministries and Departments located in region 'A'25%
- (b) In the rest of the offices located in region 'A'50%
- (c) In all the offices located in region 'B'25%
- (d) In all the offices located in region 'C'10%

4. It has also been decided that the proportion prescribed above with regard to Hindi Typists should be achieved by 31st March, 1989. This proportion should be achieved by recruiting such candidates as have passed the test through Hindi medium and also by imparting training in Hindi typing to the typists recruited through English medium. Offices which do not have even a single typist knowing Hindi typing should ensure that at least one typist is imparted training in Hindi typing by 31-3-1989.

5. Offices, where the number of Hindi typists is less than the proportion prescribed above, should make special efforts to impart training in Hindi typing to their typists. Typists will continue to be nominated for training in Hindi typing under the existing instructions even after the said target in respect of Hindi typists has been achieved.

6. It is further clarified that the above mentioned proportion of the Hindi typists is the minimum. Typists trained in Hindi, if available can be kept even in greater number than their prescribed proportion.

7. These instructions will also be applicable to the public sector Undertakings, Corporations, Nationalised Banks, etc. owned or controlled by the Central Govt. in addition to Ministries/Depts., attached and subordinate offices of the Central Govt.

8. All the Ministries/Depts. are requested to bring these instructions to the notice of their attached and subordinate offices, undertakings, companies, banks etc., for necessary compliance.

9. This Deptt. may be informed of the action taken in this regard.

259 O.M. No. 13035 /7/87-O.L. (C), dated 23-3-88

Subject :—Availability of typists in Hindi Cells of Central Government offices.

It has been brought to the notice of this Department that in Hindi Cells of the Government Offices and Undertakings many a time only Hindi typists are posted who do not know English typing. These Cells experience difficulty when some matter is required to be typed in English e.g. preparation of documents referred to a Section 3(3) of the Official Languages Act in English alongwith Hindi, correspondence with offices located in non-Hindi speaking States etc.

2. In view of the above difficulties, Ministries/Departments are advised that they should as far as possible, post at least one such typist who can type in English as well as in Hindi. If this is not possible, some other alternative should be evolved so that Hindi Cells may not have to face difficulty in getting their matter typed in English, and attached/subordinate offices, Undertakings etc. should also be advised to take similar action.

260 O.M. No. 19/10/84—OL(S), dated 21-11-84

Subject :—Sympathetic consideration on the proposals regarding facilities to be provided to Senior Hindi Officers/Hindi Officers and implementation thereof.

Attention of the Department of Official Language has been drawn to the facilities being provided to the Hindi Officers and Senior Hindi Officers and a request has been made to clarify them. Kendriya Sachivalaya Rajbhasha Sewa Sangathan have also suggested that the facilities being provided to Hindi officers/Senior Hindi Officers should be at par with the other officers to facilitate continued progress of Hindi as Official Language.

2. In view of the proliferation of the responsibilities of these officers due to continued progress of Hindi as Official Language and proper implementation of the Official Language policy, the undersigned is directed to say that sympathetic consideration may be given for providing the following facilities to such officers in the offices of the Government of India :—

- (1) Provision of telephone at the office and residence of Senior Hindi Officers/Hindi Officers keeping in view the importance of their duty.
- (2) Senior Hindi Officers/Hindi Officers are required to attend to a lot of work during Parliament Sessions. Therefore, it would be proper to allot them quarters located at Central places. It will also be beneficial if staff car is made available to them at night during Parliament Sessions.

Ministries and Departments are requested to take action as suggested above in view of the importance of the work.

CHAPTER 12

HINDI PERIODICALS AND MAGAZINES

261 O.M. No. 20034/6/85-Patrika unit dt. 20-12-85

Subject :—Recommendation to Ministries/Departments/Undertakings/Banks/Corporations and Govt. Institutions etc. for purchase of books/magazines.

The following books have come to out notice. We think these publications will be useful for your library. We hope, you would like to purchase required copies of these books to enrich your library. You are also requested to issue proper instructions to your attached/subordinate offices and offices under your control in this connection :—

1. भारत का संविधान, भारत सरकार, विधि, न्याय और कंपनी कार्य मंत्रालय, प्रबन्धक, भारत सरकार फोटोलिथो मुद्रणालय, फरोदाबाद द्वारा मुद्रित और प्रकाशन-नियंत्रक, भारत सरकार सिविल लाइन्स, दिल्ली-110054 द्वारा प्रकाशित। यह भारत के संविधान के हिन्दो पाठ का प्रथम जेबो संस्करण है।
2. भारतस्य संविधानम्, विधायी विभागस्य राजभाषाखण्डः भारतशासनम् 1985 प्राप्ति स्थानम् प्रकाशन विक्रय प्रबन्धकः, विधि साहित्य प्रकाशनम्, भारतशासनम्, भारतीय विधिसंस्थान भवनम्, भगवानदास मार्गः नव देहली-110001.

262 O.M. No. 20034/6/85-Patrika unit dt. 31-3-86.

Subject :—Recommendation to Ministries/Departments/Undertakings/Banks/Corporations and Govt. institutions etc. for purchase of books.

With a view to remove shortage of standard books, especially books on scientific and technical subjects in Rajbhasha Hindi it was requested to all Ministries vide Department of Official Language O. M. No. 11/20034/6/79-OL dt. 28-5-79 to give incentives to encourage the writers of original books in Hindi relating to their respective subjects so that original standard books on these subjects are made available. Accordingly, various Ministries/Departments have initiated award schemes for writing original standard books in Hindi. Under this award scheme a number of high original standard books have come to our notice. It will be proper to purchase these books for the libraries as this will add to the stock of high standard books and encourage the writers on technical and scientific subjects as well.

A list of books which were awarded under award scheme, have been enclosed with this O.M. At the end of this list, some important books on technical and scientific subjects have also been included. Ministries/Departments/Offices/Undertakings/Corporations/Banks etc. are requested to purchase these books for their libraries.

NOTE.—Pl. see Hindi Version for the list of books.

1	2	3	4
2. नागरिक और पूर्ति विभाग			
1.	उपभोक्ता का शोषण से बचाव तथा उपभोक्ता आन्दोलन	डा० हैदर अली अली खां	पाण्डुलिपि
2.	भारतीय उपभोक्ता सहकारिता का प्रबन्ध	श्रीमती आर०डी० गंगी	पाण्डुलिपि
3. स्वास्थ्य परिवार कल्याण			
1.	बच्चे का पालन-पोषण	डा० रेणु जोशी	राजपाल एण्ड सन्स, कश्मीरी गेट, दिल्ली।
2.	रति रोग	डा० केदार प्रसाद सिंह	राम पब्लिकेशन्स, 14/119 राजेन्द्र नगर, पटना-16
3.	शल्य क्रिया और आप	डा० आर०सी० गुप्ता	कुशुल मेडिकल पब्लिकेशन्स डिपो, 78-सी० टौगोर टाउन, इलाहाबाद।
4. प्रशासनिक सुधार और लोक शिकायत विभाग, सरदार बल्लभ भाई पटेल पुरस्कार योजना।			
1.	जिला प्रशासन में कलक्टर की भूमिका	डा० सलीम हुसैन	हरिश्चन्द्र अग्रवाल आजीवन शिक्षा-संस्थान 609-डी सुभाष नगर, इलाहाबाद।
2.	औद्योगिक रोग : उसके कारण	श्री लालकृष्ण बुराडिया	प्रकाशन का प्रयास हो रहा है।
3.	ग्रामोत्थान	डा० बृजलाल वर्मा	भावना प्रकाशन 90-टौगोर टाउन, दिल्ली।
5. केन्द्रीय लोक निर्माण विभाग			
1.	महामार्ग उनकी आयोजना और ज्यामितीय अभिकल्पना	श्री विश्वम्भर प्रसाद "गुप्तबन्धु"	वैज्ञानिक और तकनीकी शब्दावली आयोग (शिक्षा मंत्रालय) प्रकाशनाधीन
6. रक्षा मंत्रालय 			
1.	रासायनिक और कीटाणु युद्ध	श्री इन्द्रप्रकाश	राष्ट्र प्रहरी प्रकाशन, 3/161, राजेन्द्र नगर, साहिबाबाद (गाजियाबाद)
2.	राष्ट्रीय प्रतिरक्षा	डा० हरिवीर शर्मा	जय प्रकाशनाथ एण्ड कं० सुभाष बाजार, मेरठ।
3.	विस्फोट विज्ञान	श्री शिवकुमार शुक्ल	भागीरथ सेवा संस्थान, नया राजनगर, गाजियाबाद।
4.	भारतीय वायुसेना का इतिहास	एयर मार्शल (सेवा निवृत्त) श्री एम०एस० चतुर्वेदी	राजपाल एण्ड संस, कश्मीरी गेट, दिल्ली
5.	युद्ध के मानवीय एवं भौतिक तत्व	श्री हरिवीर शर्मा	जय प्रकाशनाथ कं०, सुभाष बाजार, मेरठ।
6.	वरुण के पुत्र	ग्रुप कैप्टन डी०के० निगम	सन्मार्ग प्रकाशन, 16, यू०बी० बंगलो रोड, जवाहर नगर, दिल्ली।
7.	गोरिल्ला युद्ध कर्म	श्री परशराम गुप्त	प्रकाश बुक डिपो०, बड़ा बाजार, बरेली।
8.	प्रघाती तरंगे और मानव	डा० सी०एल० गंगी	भागीरथ सेवा संस्थान, राजनगर, गाजियाबाद।
9.	वीर भोग्या वसुंधरा	ले० जनरल ए०एम० सेठना तथा ले० जनरल बी० काटजू	वेनेटी बुक्स, सी० 7/177ए, लारेंस रोड, दिल्ली।

1	2	3	4
7. विधि और न्याय मंत्रालय			
1.	अनुशासनिक कार्यवाही	सर्वश्री कृष्णदत्त शर्मा, रामदत्त शास्त्री एवं कृष्णसिंह कच्छवाहा	मरू भारतीय प्रकाशनालय, जयपुर ।
2.	भारतीय विधि का इतिहास .	एन० बी० परांजपे	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
3.	भारत का संविधान	जे० एन० पाण्डे	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
4.	भारतीय भागता विधि के सिद्धांत	सुरेन्द्रनाथ	इलाहाबाद लाँ एजेन्सी, इलाहाबाद ।
5.	भारत का संविधान	सुभाष चन्द्र खरे	प्रकाशन केन्द्र, लखनऊ ।
6.	श्रमिक विधियाँ	इन्द्रजीत सिंह	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
7.	अन्तर्राष्ट्रीय कानून	हरिदत्त वेदालंकार	सरस्वती सदन, दिल्ली ।
8.	मध्य प्रदेश भू-राजस्व संहिता	हरिहर निवास द्विवेदी	लाँ जर्नल पब्लिकेशन्स, ग्वालियर ।
9.	व्यापारिक सन्धियम	सर्वश्री एन० डी० कपूर एवं पगारे	सुल्तान चन्द्र एण्ड संस, दिल्ली ।
10.	बैंकिंग विधि एवं व्यवहार	पी० एन० वाण्ये	सुल्तान चन्द्र एण्ड संस, दिल्ली ।
11.	व्यापारिक सन्धियम	सर्वश्री भारत भूषण बंसल एवं सी० एल० त्यागी	रामचन्द्र एण्ड कं० प्रकाशन, दिल्ली ।
12.	कम्पनी विधि	एन० बी० परांजपे	सेन्ट्रल ला एजेन्सी, इलाहाबाद ।
13.	भारतीय साक्ष्य अधिनियम	रघुनाथ प्रसाद वर्मा	इलाहाबाद लाँ एजेन्सी, इलाहाबाद ।
14.	पुलिस अनुसंधान और अभियोजन	राजाराम यादव	रामनारायण लाल बेनी माधव प्रकाशक, इलाहाबाद ।
15.	सिपाही साथी	एम० एल० दुबे	अनुपम प्रकाशन, जबलपुर ।
16.	न्याय पंचायत (उत्तर प्रदेश)	महावीर सिंह	रामा प्रकाशन, लखनऊ ।
17.	भारतीय बन अधिनियम मीमांसा	लक्ष्मण सिंह खन्ना	मैसर्स खन्ना बन्धु, देहरादून ।
18.	धर्मशास्त्र	रामाधिकारी शर्मा	—
19.	राजस्थान सहकारी संस्था अधिनियम, 1965	सावंत राज भंसाली	नेशनल बुक सेन्टर, जयपुर ।
20.	मध्य प्रदेश, सहकारी संस्थाएं अधिनियम, 1960	अभयकुमार गोहिल	भारतीय विधि प्रकाशन, कलकत्ता ।
21.	भारतीय विधि का इतिहास	जे० के० मित्तल	इलाहाबाद लाँ एजेन्सी, इलाहाबाद ।
22.	उत्तर प्रदेश भूमि विधियाँ	आर०आर० मौर्य	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
23.	भारत का वैधानिक एवं संवैधानिक इतिहास	जी० पी० त्रिपाठी	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
24.	घनकर अधिनियम, 1957	ओंकार नाथ त्रिपाठी एवं ललित मोहन प्रसाद	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
25.	भारतीय विधि का इतिहास	के० के० श्रीवास्तव	सेन्ट्रल लाँ एजेन्सी, इलाहाबाद ।
26.	माल विक्रय	अवतार सिंह	ईस्टर्न बुक कम्पनी, लखनऊ ।
27.	अन्तर्राष्ट्रीय विधि	राघवेंद्र सिंह	नेशनल पब्लिशिंग हाऊस, दिल्ली ।
28.	दण्ड प्रक्रिया संहिता, 1973	हरिहर निवास द्विवेदी	लाँ जर्नल पब्लिकेशन, ग्वालियर ।
29.	कानूनों का निर्वचन	विजय नारायण मणि त्रिपाठी	इलाहाबाद लाँ एजेन्सी, इलाहाबाद ।
30.	अन्तर्राष्ट्रीय विधि	हरिमोहन जैन	मैकमिलन कम्पनी आफ इंडिया, नई दिल्ली ।

1	2	3	4
31.	भारतीय साक्ष्य की विधि . . .	रामचन्द्र निगम	सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
32.	मध्य प्रदेश सहकारी समिति (2 भाग)	कृष्ण लाल सेठी	डीलक्स पब्लिशिंग कम्पनी, इंदौर ।
33.	मध्य प्रदेश कृषि उपज मंडी . . .	घनश्याम शरण भार्गव	इलाहाबाद लॉ पब्लिकेशन्स, इलाहाबाद ।
34.	मध्य प्रदेश सहकारी संस्थाएं . . .	घनश्याम शरण भार्गव	इलाहाबाद लॉ पब्लिकेशन्स, इलाहाबाद ।
35.	उत्तर प्रदेश सहकारी समिति अधिनियम, 1965	महाबीर सिंह	स्वयं लेखक ।
36.	भारतीय दण्ड संहिता (2 भाग) . . .	दानसिंह सुगमचन्द्र चौधरी	गुरुकृपा प्रकाशन, महु ।
37.	मध्य प्रदेश व्यवहार न्यायालय 1961	शान्ति कुमार जैन	जर्नल पब्लिकेशन्स, नागपुर ।
38.	राजस्थान परिसर . . .	ज्योति प्रसाद बंसल	यूनिक ब्रदर्स, जयपुर ।
39.	जमानतों का कानून . . .	विनायक शंकर चराटे	लायर्स होम, इंदौर ।
40.	साम्या, न्यास एवं विनिर्दिष्ट अनुतोष . . .	धर्मचन्द्र जैन	इलाहाबाद लॉ एजेन्सी, इलाहाबाद ।
41.	विधि शास्त्र तथा विधि के सिद्धांत . . .	एन० वी० परांजपे	सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
42.	अपराध शास्त्र एवं अपराध प्रशासन	मुरलीधर चतुर्वेदी	इलाहाबाद लॉ एजेन्सी, इलाहाबाद ।
43.	अपराध और अन्वेषण . . .	घनश्याम शरण भार्गव	इंडिया लॉ हाऊस, इंदौर ।
44.	मध्य प्रदेश दुकान तथा स्थापना अधिनियम	गुलाब चन्द गोयल	इंडिया लॉ हाऊस, इंदौर ।
45.	भारतीय दण्ड संहिता . . .	स्व० घनश्याम शरण भार्गव	इंडिया लॉ हाऊस, इंदौर ।
46.	सम्पत्ति अंतरण अधिनियम . . .	सर्वश्री सुरेन्द्रनाथ शर्मा एवं डा० सावंत राज भंसाली	मैसर्स पीतलिया पुस्तक भंडार, जयपुर ।
47.	प्रशासनिक विधि . . .	डा० उमापति दास केसरी	मैसर्स सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
48.	कानूनों का निर्वाचन . . .	डा० दानसिंह चौधरी	श्री गुरुकृपा प्रकाशन, इंदौर रोड, महु ।
49.	दण्ड प्रक्रिया संहिता, 1973 . . .	श्री गुलाब चन्द गोयल	मै० एम०पी० लॉ पब्लिकेशन्स, इंदौर ।
50.	भारत के संविधान के अधीन निर्वाचनों की विधि	श्री गुरुशरण लाल श्रीवास्तव	मै० सरस्वती विधि प्रकाशन, लखनऊ ।
51.	साक्ष्य विधि . . .	डा० अवतार सिंह	मै० सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
52.	अपराध शास्त्र एवं अपराधिक प्रशासन	श्री एम०एस० चौहान	मै० सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
53.	राजस्थान में सहकारी कानून	सर्वश्री रघुनाथ प्रसाद तिवारी, कंचन सिंह चौधरी और रामलाल चौधरी	मै० ऋधा प्रकाशन, जयपुर ।
54.	अपकृत्य विधि . . .	श्री राम किशोर कपूर	मै० सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
55.	मध्य प्रदेश आबकारी विधि संग्रह	सर्वश्री एल०पी० तम्बोली एवं सी०एम० झा	लायर्स होम, इंदौर ।
56.	अपकृत्य विधि . . .	श्री राम अवतार सिंह	सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
57.	विधिक उपचार . . .	श्री प्रकाश चन्द जैन	राजस्थान हिन्दी ग्रन्थ अकादमी, जयपुर ।
58.	सम्पत्ति अंतरण अधिनियम	श्री जे०एन० कुलश्रेष्ठ	सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
59.	दण्ड प्रक्रिया संहिता	श्री वाई०के० तिवारी	इलाहाबाद लॉ एजेन्सी, इलाहाबाद ।
60.	मुस्लिम विधि . . .	श्री डी०सी० जैन	—यथोक्त—

1	2	3	4
61.	भारतीय दण्ड संहिता	श्री मुरलीधर चतुर्वेदी	—यथोक्त—
62.	भारत का वैधानिक एवं संवैधानिक इतिहास	श्री बी०एन० पाण्डे	मै० सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
63.	मानव वध, अतहतिया एवं (तत्संबंधी) चिकित्सा अधिनियम	श्री डी०एस० पाठक	लायर्स होम, इंदौर ।
64.	हिन्दू विवाह अधिनियम	डा० मोती बाबू एवं अनूप अग्रवाल	मै० विधि भारत प्रकाशन, लखनऊ ।
65.	विधायन और सिद्धांत	श्री डी०सी० अरोड़ा	मै० सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
66.	प्राचीन हिन्दू विधि	डा० अच्छेलाल	मै० इण्डालाजिकल बुक हाउस, इलाहाबाद ।
67.	राजस्थान रजिस्ट्रीकरण कानून	सर्वश्री जुगेन्द्र सिंह और एस० कुमार, जयपुर	यूनिक ट्रेडर्स, जयपुर ।
68.	मध्य प्रदेश स्थान नियंत्रण अधिनियम	श्री के० एल० सेठी	मै० डीलक्स पब्लिशिंग कम्पनी, इंदौर ।
69.	प्रशासनिक विधि	न्या० कैलाश नाथ गोयल	मै० इस्टर्न लॉ हाउस (प्रॉ०लि०), कलकत्ता ।
70.	भारत का संविधान	श्री गंगा सहाय शर्मा	पाण्डुलिपि
71.	हिन्दू विधि	श्री योगेन्द्र तिवारी	मै० इलाहाबाद लॉ एजेन्सी पब्लिकेशन्स, इलाहाबाद ।
72.	श्रम विधि	डा० एन०डी० शर्मा	मै० गायत्री पब्लिशर्स, जयपुर ।
73.	भारतीय सांविधानिक विधि	श्री जी० एस० पाण्डेय	मै० इलाहाबाद लॉ एजेन्सी पब्लिकेशन्स, इलाहाबाद ।
74.	विधि शास्त्र का सरल अध्ययन	डा० जगदीश कुमार	पाण्डुलिपि
75.	सिविल प्रक्रिया संहिता	श्रीमती मृदुल श्रीवास्तव एवं श्री कैलाश चन्द्र शर्मा	इलाहाबाद लॉ एजेन्सी पब्लिकेशन्स, इलाहाबाद ।
76.	भारतीय साक्ष्य अधिनियम	श्री गुलाब चन्द्र गोयल	इंडिया लॉ हाउस, इंदौर
77.	राजस्थान विक्रय कर अधिनियम, 1954	श्री मदन लाल जैन	मै० पी०के० प्रकाशन, बी०-199, राजेन्द्र मार्ग, बापू नगर, जयपुर ।
78.	मुस्लिम विधि	डा० बी०एल० वर्मा	मै० पीतलिया पुस्तक भंडार, मिश्र राजाजी का रास्ता, जयपुर ।
79.	भारतीय दण्ड संहिता एवं दण्ड विधि के सिद्धांत	श्री अमर सिंह यादव और विमला यादव	सेन्ट्रल लॉ एजेन्सी, इलाहाबाद ।
80.	म०प्र० विनिर्दिष्ट भ्रष्ट आचरण निवारण अधिनियम, 1982	श्री बदरी विशाल भार्गव	मै० कैपिटल लॉ सेन्टर, भोपाल ।
81.	सिविल प्रक्रिया संहिता, भाग 1, 2 और 3	श्री गुलाब चन्द्र गोयल	एम० पी० लॉ पब्लिकेशन्स, इंदौर ।
82.	खाद्य अपमिश्रण निवारण अधिनियम	श्री सुभाष चन्द्र नामदेव	एम० पी० लॉ पब्लिकेशन्स, इंदौर ।
83.	हिन्दू विवाह अधिनियम	श्री इन्द्रजीत मल्होत्रा	मै० ईस्टर्न बुक, कम्पनी ।

क्र.सं.	पत्रिका का नाम	प्रकाशक	पता	वर्ष
1	आज के विज्ञान	भारतीय विज्ञान संस्थान	भारत	1987
2	आज के प्रौद्योगिकी	भारतीय प्रौद्योगिकी संस्थान	भारत	1987
3	आज के पर्यावरण	भारतीय पर्यावरण संस्थान	भारत	1987
4	आज के स्वास्थ्य	भारतीय स्वास्थ्य संस्थान	भारत	1987
5	आज के शिक्षण	भारतीय शिक्षण संस्थान	भारत	1987
6	आज के कृषि	भारतीय कृषि संस्थान	भारत	1987
7	आज के उद्योग	भारतीय उद्योग संस्थान	भारत	1987
8	आज के परिवहन	भारतीय परिवहन संस्थान	भारत	1987
9	आज के संचार	भारतीय संचार संस्थान	भारत	1987
10	आज के अंतरिक्ष	भारतीय अंतरिक्ष संस्थान	भारत	1987
11	आज के अणु	भारतीय अणु संस्थान	भारत	1987
12	आज के जल	भारतीय जल संस्थान	भारत	1987
13	आज के धातु	भारतीय धातु संस्थान	भारत	1987
14	आज के रसायन	भारतीय रसायन संस्थान	भारत	1987
15	आज के जीव विज्ञान	भारतीय जीव विज्ञान संस्थान	भारत	1987
16	आज के भू विज्ञान	भारतीय भू विज्ञान संस्थान	भारत	1987
17	आज के इतिहास	भारतीय इतिहास संस्थान	भारत	1987
18	आज के साहित्य	भारतीय साहित्य संस्थान	भारत	1987
19	आज के खेल	भारतीय खेल संस्थान	भारत	1987
20	आज के मनोरंजन	भारतीय मनोरंजन संस्थान	भारत	1987

NOTE.—Pl. see Hindi version for the list of books.

263. O.M. No. 20034/2/87-Patrika unit dt. 22-6-87.
 Subject :—Scientific and technical periodicals—magazines published in Hindi.

For the successful implementation of the Official Language Policy of the Govt. it is felt that literature on scientific and technical subjects are published originally in Hindi so that scientific and technical subjects are studied/taught through Hindi medium. Now-a-days a number of Hindi periodicals—magazines on scientific and technical subjects are available and their quality and quantity have been increasing day-by-day.

All ministries/departments/undertakings etc. are requested to encourage publicity and spread of the available scientific and technical literature in Hindi as far as possible. A list of scientific and technical magazines (along with necessary details) is enclosed.

NOTE.—Pl. see Hindi version for the list of books.

वैज्ञानिक और तकनीकी पत्रिकाएं

सामान्य विज्ञान

1. **अग्रहायण** सम्पादक, भास्करन लोहनी, आल इंडिया आशर साइंटिफिक एण्ड कलचरल रिसर्च इंस्टीट्यूट, 40 केसर बाग, लखनऊ, मासिक, 1965, एक प्रति 1 रु०
 2. **अहासाखी** (हिन्दी-अंग्रेजी-तेलुगु), सम्पादक, सी० पद्मनाभराव, श्री विवेकानंद विद्या परिषद, ए०सी० नगर, नेल्लूर, द्विमासिक, 1978, वार्षिक 3 रु०
 3. **आविष्कार** सम्पादक, देवेन्द्रनाथ भटनागर, नेशनल रिसर्च डिवलपमेंट कारपोरेशन आफ इंडिया, 20 जमरूदपुर काम्पलेक्स, कैलाश कालोनी, नई दिल्ली, मासिक, 1971 एक प्रति 80 पैसे
 4. **आयल एण्ड आयल सीड जरनल** (हिन्दी-अंग्रेजी-गुजराती), सम्पादक, टी०एम० विश्राम, बोम्बे आयल एण्ड सीड्स ट्रेडर्स, एसोसियेशन, मस्जिद बांद्रा रोड, बंबई, मासिक, 1948, एक प्रति 1 रु०
 5. **उद्यम** सम्पादक, नीलिमा वाडेगांवकर, उद्यम प्रकाशन, धर्मपेठ, नागपुर, मासिक, 1919, एक प्रति 3.25 रु०
 6. **उद्योग एवं विज्ञान जगत** सम्पादक, केसरी किशोर और शरद नागर, संपूर्णानंद वैज्ञानिक केन्द्र, नक्षत्र अंतर्राष्ट्रीय चौक लखनऊ, मासिक, 1973, एक प्रति 1 रु०
 7. **चौतल** (हिन्दी-अंग्रेजी), उत्तर भारत वन्य जीवन संरक्षण सोसायटी, 7, एस्टले हाल, देहरादून, त्रैमासिक, 1958, वार्षिक 12 रु०
 8. **जरनल आफ दि बिहार रिसर्च सोसायटी** (हिन्दी-अंग्रेजी), बिहार रिसर्च सोसायटी, -म्यूजियम बिल्डिंग, पटना, त्रैमासिक, 1915 वार्षिक 30 रु०
 9. **जूनियर साइंस डाइजेस्ट** सम्पादक. ओ० पी० वर्मा, वर्मा ब्रदर्स, 21 शंकर मार्केट, नई दिल्ली, मासिक, 1982, एक प्रति 4 रु०
 10. **पर्यावरण दर्शन** सम्पादक, शुकदेव प्रसाद, विज्ञान वैचारिकी अकादमी, 34 एलनगंज, इलाहाबाद, मासिक, 1982 एक प्रति 1 रु०
 11. **लोक विज्ञान** सम्पादक, सुरेन्द्र मेहता, विज्ञान समिति, उदयपुर, मासिक, 1961, एक प्रति 1 रु०
 12. **विज्ञान** सम्पादक, जगदीश सिंह चौहान, विज्ञान परिषद, महर्षि दयानंद मार्ग इलाहाबाद, मासिक, 1915, एक प्रति 50 पैसे०
 13. **विज्ञान झूत** सम्पादक, जी० पी० यादव, 38 गोला महल, सदर बाजार, बैरकपुर छावनी, (पश्चिम बंगाल), मासिक, वार्षिक 26 रु०
 14. **विज्ञान परिचय** सम्पादक, ए० एल० नरसिंहन, इंडियन इंस्टीट्यूट आफ साइंस, बंगलौर, त्रैमासिक, 1979, निःशुल्क
 15. **विज्ञान परिषद अनुसंधान पत्रिका** सम्पादक, स्वामी सत्यप्रकाश विज्ञान परिषद, इलाहाबाद, त्रैमासिक, 1958, एक प्रति 3 रु०
- ### वैज्ञानिक और तकनीकी पत्रिकाएं
16. **विज्ञान प्रगति** सम्पादक, ओ०पी० शर्मा, प्रकाशन और सूचना निदेशालय, (सी०एस०आई०आर०), नई दिल्ली, मासिक 1952, एक प्रति 75 पैसे०
 17. **विज्ञान भारती** सम्पादक, शुकदेव प्रसाद, 34 एलनगंज, इलाहाबाद, द्वैमासिक, 1978, एक प्रति 2 रु०
 18. **विज्ञान वैचारिकी** सम्पादक शुकदेव प्रसाद, वैचारिकी संस्थान, 34 एलनगंज, इलाहाबाद, त्रैमासिक, 1980, एक प्रति 1.25 रु०
 19. **विज्ञान शोध भारती** सम्पादक रामनरेश पाण्डे, भारतीय विज्ञान शोध अकादमी, ग्वालियर, अर्द्धवार्षिक, 1978
 20. **वैज्ञानिक** सम्पादक माधव सक्सेना "अरविद" हिन्दी विज्ञान साहित्य परिषद, भाभा परमाणु अनुसंधान केन्द्र, बंबई, त्रैमासिक, 1969, एक प्रति 1.50 रु०
 21. **वैज्ञानिक बालक** सम्पादक, सूरज प्रकाश पापा, सुखलेचा भवन, चौड़ा रास्ता, जयपुर, मासिक, 1964, एक प्रति 70 पैसे०
- ### अभियांत्रिकी और प्रौद्योगिकी
1. **अंतरिक्ष** सम्पादक पी० नंदकुमार, भारतीय अंतरिक्ष अनुसंधान संगठन, काबेरी भवन, बंगलौर, द्विमासिक, 1974 निःशुल्क
 2. **आल इंडिया डिप्लोमा इंजीनियर्स जरनल** (हिन्दी-अंग्रेजी), सम्पादक, ए०पी० सिंह आल इंडिया फेडरेशन आफ डिप्लोमा इंजीनियर्स, एफ5/52 चार इमली भोपाल, मासिक 1979, एक प्रति 1 रु०
 3. **इस्पात विकास** सम्पादक. सुरेश झा "अजील", अनुसंधान एवं विकास केन्द्र, स्टील अथॉरिटी आफ इंडिया लि., रांची, अर्द्ध वार्षिक, 1979, निःशुल्क,
 4. **ई० आई० एल० प्रगति** (हिन्दी-अंग्रेजी), सम्पादक, ए० एम० किदवई, इंजीनियर्स इंडिया, लि० पार्लियामेंट स्ट्रीट, नई दिल्ली, त्रैमासिक, निःशुल्क
 5. **उत्पादकता** सम्पादक, ब्रज सिंगल, राष्ट्रीय उत्पादकता परिषद, लोदी रोड, नई दिल्ली, मासिक, एक प्रति 50 पैसे०
 6. **औद्योगिक संगठन** (हिन्दी-अंग्रेजी), मध्यप्रदेश, उद्योग संगठन, 3. मालवीय नगर, भोपाल, मासिक, 1965, वार्षिक 6 रु०

7. कुटीर उद्योग समाचार सम्पादक, मनोहरलाल सकलानी, 128/2 मोहम्मदपुर मार्केट, आर० के० पुरम, दिल्ली, मासिक, एक प्रति 50 पैसे०
8. क्रिश्चियन रेल रोडर (हिन्दी-अंग्रेजी), सम्पादक, ए० के० चौधरी, प्लॉट सं० 10, मिशन कम्पाउंड, जयपुर, मासिक, 1972 एक प्रति 1.50 रु०
9. खादी ग्रामोद्योग सम्पादक. नवरंग प्रसाद जायसवाल, खादी और ग्रामोद्योग आयोग, इर्ला रोड, विरले पार्ले (पश्चिम) बम्बई मासिक, 1954, एक प्रति 1 रु०
10. खाद्य विज्ञान सम्पादक, बी० अनुराधा, केन्द्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूर त्रैमासिक, 1959, वार्षिक 1 रु०
11. ग्राम प्रौद्योगिकी (हिन्दी-अंग्रेजी) सम्पादक, पी० वासुदेवन और मीरा मदन:इंडियन इंस्टीट्यूट आफ टैकनोलौजी हौजखास, नई दिल्ली, त्रैमासिक : 1981
12. ग्रामशिल्प सम्पादक देवेन्द्रनाथ भटनागर, नेशनल रिसर्च डिवलपमेंट कारपोरेशन आफ इंडिया, 20, जमरूदपुर काम्पलैक कैलाश कालोनी, नई दिल्ली : त्रैमासिक : 1979, एक प्रति 1 रु०
13. ग्रामोद्योग सम्पादक, आर०एस० दुबे : ए० प्र० खादी और ग्रामोद्योग बोर्ड, 7/105 ए, तलक नगर, कानपुर, पाक्षिक 1961, एक प्रति 25 पैसे .
14. चर्मविज्ञान सम्पादक, टी० एन० मिश्र, सेंट्रल लैडर रिसर्च इंस्टीट्यूट रीजनल एक्सटेंशन सेंटर, सूटरगंज, कानपुर, त्रैमासिक 1971, निःशुल्क
15. छापाई कला सम्पादक. वसंत गणेश देवकुले और वेंकटलाल ओझा, मुद्रक संघ पुणे, त्रैमासिक, 1956,
16. जरनल आफ दि इंस्टिट्यूशन आफ इंजीनियर्स (इंडिया) हिन्दी विभाग
सम्पादक, विशंभर प्रसाद, इंस्टिट्यूशन आफ इंजीनियर्स (इंडिया) 8, गोखले रोड, कलकत्ता, चतुर्मासिक 1949, एक प्रति 4 रु०
17. तकनीकी दर्शन सम्पादक, भूपेंद्र सिंह सोलंकी, पानी की टंकी के पास, गूजरो का मोहल्ला, नेहारो का नाका, जयपुर, पाक्षिक 1975, एक प्रति 50 पैसे,
18. तेलहन पत्रिका (हिन्दी-अंग्रेजी) तेलहन विकास निदेशालय, क्षेत्रीय कार्यालय, हिमायत नगर, हैदराबाद, त्रैमासिक, 1967, वार्षिक, 12 रु०
19. न्यू हाइड्स (हिन्दी-अंग्रेजी) एक्स/1024/दरियागंज, दिल्ली, मासिक, 1964 : वार्षिक 2 रु०
20. पालीटेक्निक टीचर (हिन्दी-अंग्रेजी) सम्पादक, वी० वी० शर्मा, टेक्नीकल टीचर्स ट्रेनिंग इंस्टीट्यूट चण्डीगढ़ : अर्द्ध-वार्षिक, 1969
21. प्रगति निर्माण सम्पादक, उग्रनाथ नागरिक : उ० प्र० डिप्लोमा इंजीनियर्स महासंघ., 62, क्ले स्केयर, लखनऊ, मासिक/ 1971, एक प्रति 2 रु०
22. बिजली व्यवसाय सम्पादक, भगवान सिंह, 78. सिविल लाइस लोहार हाऊस के सामने, जयपुर : मासिक 1976 एक प्रति 50 पैसे.
23. बिहार खादी ग्रामोद्योग सम्पादक, सुरेन्द्र मिश्र, बिहार राज्य खादी ग्रामोद्योग बोर्ड, बोरिंग रोड पटना, मासिक, 1960, एक प्रति 50 पैसे
24. बी० आई० टी० एस० मैगजीन (हिन्दी-अंग्रेजी) बिड़ला प्रौद्योगिकी और विज्ञान संस्थान, पिलानी, मासिक 1965, निशुल्क
25. भगीरथ सम्पादक, राधाकांत भारती, केन्द्रीय जल आयोग सेवा भवन, रामाकृष्णापुरम, नई दिल्ली, त्रैमासिक 1975, एक प्रति 1.50 रु०
26. मध्यप्रदेश रेडियो एण्ड इलेक्ट्रानिक्स (हिन्दी-अंग्रेजी) सम्पादक, कृष्ण कुमार लाल, मध्यप्रदेश रेडियो मर्चेन्ट्स एसोसियेशन, 12, जेल रोड, इंदौर, मासिक, 1973, वार्षिक 5 रु०
27. महाराष्ट्र पब्लिक वर्क्स जरनल (हिन्दी-अंग्रेजी-मराठी) सम्पादक, एम० जी० पंड्या., महाराष्ट्र इंजीनियरिंग रिसर्च इंस्टीट्यूट, दिंडोरी रोड, नासिक, त्रैमासिक, 1960, निःशुल्क
28. मानकवृत्त सम्पादक, गंगाप्रसाद श्रीवास्तव, भारतीय मानक संस्था, 9 बहादुरशाह जफर मार्ग, नई दिल्ली : त्रैमासिक, 1979
29. मुद्रिका (हिन्दी-मराठी) सम्पादक, वी०एन० उदारी, तिलक मार्ग, अकोला, साप्ताहिक 1966, एक प्रति 1.25 रु०
30. मोटर ट्रैक्टर इंडस्ट्रीज (हिन्दी-अंग्रेजी) सम्पादक वासुदेव बंसल, महीया वाली गली, रेलवे रोड, रोहतक, मासिक, 1970, वार्षिक 10 रु०
31. रेडियो विज्ञान भारत रेडियो कं० सुभाष चौक, बदायूं, त्रैमासिक, 1971
32. लघु उद्योग समाचार सम्पादक, प्रभाशंकर मेहता, विकास आयुक्त (उद्योग), निर्माण भवन, नई दिल्ली, मासिक, 1977, एक प्रति 1.50 रु०
33. विद्युत संदेश सम्पादक, पूर्णमल खंडेलवाल, राजस्थान राज्य विद्युत बोर्ड; विद्युत मार्ग जयपुर, मासिक, 1976, वार्षिक 6.00 रु०
34. विशेषिक प्रोडक्ट इंफॉर्मेशन बुलेटिन (हिन्दी अंग्रेजी), सम्पादक अनिल जैन, 6275/22, निकलसन रोड, जम्बू प्रसाद भवन, अम्बाला, मासिक, 1979, एक प्रति 50 पैसे,

NOTE : For the list of books please refer to Hindi verious.

264. O.M. No. 20034/6/88-OL (Patrika unit) dt. 19-7-88.

Subject :—Scientific and technical periodicals—magazines published in Hindi.

A list of scientific and technical periodicals—magazines for the libraries of Ministries/Departments/Undertakings was issued vide Department of Official Language. O.M. No. 20034/2/82—Patrika dt. 20-6-87. It is believed that books included in that list must have been bought. For proper implementation of Official Language Policy of the Govt. importance of scientific and technical literature has increased significantly. Number of Hindi periodicals—magazines on scientific and technical subjects are being brought out by various Departments, Institutions and Govt. undertakings. Study of these periodicals-magazines will prove helpful for the Govt. employees in discharging their official work in Hindi.

All Ministries/Departments/Undertakings etc. are requested to purchase required periodical-magazine from the enclosed list of scientific and technical periodicals-magazines. In this connection, Department of Official Language O.M. No. 20034/6/88-Patrika dt. 4.5.88 may kindly be referred to. This Department may kindly be informed about the action taken in the matter.

NOTE : For the list of magazines please refer to Hindi verious.

NOTE.—For the list of magazines please refer to Hindi Version.

265. O.M. No. 11034/11/87-R & A Unit, dt. 19-10-87.

Subject :—Making magazines and journals brought out in Hindi by the Government of India, more useful and effective.

Attention of all the Ministries/Departments/Undertakings/Banks etc. is invited to the Department of Official Language O.M. No. 11034/7/77-R & A Unit, dated 13-12-78 on the subject cited above wherein it was requested that the Hindi alphabets and spellings given in the booklet entitled “Devnagari—Vikas, Parivardhan Aur Mankikaran” brought out by the Central Hindi Directorate only be used in their publications. It has been observed from some of the magazines received in Raj Bhasha Vibhag that the instructions contained in the aforesaid O.M. are not being properly complied with. All the Ministries/Departments/Undertakings/Banks etc. are again requested that only standard Devnagari script and spellings should be used in the magazines published by them in Hindi so that the employees taught under the Hindi Teaching Scheme may conveniently read them and help implement official language policy by using standard scripts and spellings in their day to day official work.

It may be mentioned in this regard that in 1983 the Central Hindi Directorate, West Block-7, Ramkrishna Puram, New Delhi, brought out a booklet named Devanagari Lipi Tatha Hindi Vartani Ka Manakikaran”, which provides guidance for the use of standard script and spellings.

266. O. M. No. 20034/13/88 O.L.-Patrika unit, dated 15-2-88.

Subject :—Making magazines and journals brought out in Hindi by various Ministries/Departments/Undertakings of the Government of India, more useful and effective.

I am directed to draw attention to Ministry of Home Affairs Office Memo. No. 20034/13/79-Patrika Unit, dated 18-7-85, wherein instructions were issued to bring out Magazines/Journals published by Central Govt. offices in Hindi also or in case of one magazine to incorporate Hindi portion also in the same. It has been observed that some Magazines/Journals contain mainly literary articles, creative literature i.e. stories, titbits, poems etc. In order to promote the use of Hindi in official work such magazines should highlight material pertaining to official language. Organisations like Kendriya Sachivalaya Hindi Parishad etc. have also pointed out towards this aspect.

2. Having considered the suggestions received in this regard, it has been decided that the magazines/journals brought out for the propagation of Hindi should include articles on the following topics or the same should be highlighted in editorial :—

1. Summary of important orders issued by the Department of Official Language or complete order.
2. Information about important decisions of Hindi Salahkar Samiti of concerned Ministry or OFFICIAL LANGUAGE IMPLEMENTATION COMMITTEES OF CONCERNED OFFICES.

3. Noting, Drafting, Inspection reports, scientific/Technical reports pertaining to the concerned office.
 4. Inspiring articles, depicting the importance of Hindi especially as official Language and highlighting its role in the context of national integration.
 5. In magazines and journals relating to official language, published from a particular state, material indicating the similarity and proximity of Hindi and the regional language.
 6. Review of the use of Hindi in recruitment/promotional examination & interviews.
 7. Information regarding use of Hindi in higher training/refresher courses.
 8. Details of progress made in the implementation of Hindi as official language and the work being done in Hindi.
 9. Details of the award and incentive schemes and mention of names of award winning employees etc.
 10. Original articles written by the officers working in the offices on technical/scientific/industrial/financial subjects.
 11. Photo specimen of practical work being done in the concerned Department (excluding confidential and secret material).
 12. Other useful material considered appropriate.
3. All Ministries, Departments of the Central Govt. are requested to bring the above directions to the notice of their attached, subordinate offices and the Companies/Undertaking/Nationalised banks owned or controlled by the Central Government and also to issue instructions to ensure compliance.
4. A copy of the directions issued in this respect may please be sent to this Department for information.

267. No. 20034/6/85-O.L. (Patrika), dated 4-5-88.

Subject :—Purchase of Hindi Books for libraries of Government Offices.

I am directed to draw attention to the Ministry of Home Affairs' Office Memorandum No. 11020/21/73-O.L., dated 19-6-1974 on the above subject, in which instruction were issued to spend atleast 25% of the library grant for purchase of Hindi books and to raise the limit to 50% if suitable books in Hindi on various subjects were available in the market. It was also suggested that the Hindi Officers might be co-opted as Member-Secretary of the selection/purchase Committee of the libraries. Enquiries are received in the department of official language too often regarding purchase of Hindi books, wherein list of scientific/technical and other types of standard Hindi books are demanded. Sometimes, information regarding the lists of books of novels/stories etc. are demanded.

This department is of the view, that maximum benefit should be taken out of the funds spent on purchase of Hindi books for the implementation of Official Language policy of the Govt. keeping this in view, the purchase of following types of books will generally be useful :—

- (1) Reference books such as dictionaries, glossaries for doing work in Hindi and Hindi books etc. relating to the subject concerning the work of the department/office.
- (2) Books written on interesting subjects in simple language or simple and popular news papers, magazines, journals etc; so as to inspire the employees to read and write Hindi and so that they could also perform their official work in simple Hindi, without any hesitation.
- (3) Books, magazines, journals etc, written in simple and interesting language, so that by reading them the employees having working knowledge of Hindi, could maintain their knowledge and they might not become out of touch with the passage of time.
- (4) In the Ministries/Departments, Scientific and Technical offices where books in scientific and technical subjects are not available in sufficient number, glossaries, Karyalaya Sahayika, reference books should be purchased in those offices to achieve the prescribed target.
- (5) Awarded and published books under the schemes for writing original books in Hindi, being run by various Ministries/Departments.

All Ministries/Departments of the Central Government are requested to bring the above instructions to the notice of their attached/subordinate offices and the companies/undertakings/nationalised banks owned or controlled by the Central Government and also issue directions to ensure compliance. A copy of the instructions issued in this regard may please be sent to this department for information.

268. O.M. No. 20034/6/88-Patrika, unit dated 26-8-88.

Subject :—Recommendation to Ministries/Departments/Undertakings/Banks/Corporations and Govt. Institutions, for purchase of books.

Lists of original books awarded under award schemes by various Ministries/Departments were issued vide Department of Official Language O.M No. 20034/6/85-O.L.-Patrika, dated 18-12-85, 15-2-76 and 31-3-76 Ministries/Departments/Undertakings etc. were requested to purchase those books. It is believed that books included in those lists must have been bought.

Another list of useful books on miscellaneous subjects is being sent along with this O.M. with the request that all Ministries/Departments/Undertakings etc. may purchase required copies of these books for their libraries. In this connection Department of Official Language O.M. No. 20034/6/88-O.L. Patrika, dated 4th May, 1988 may also be referred. This Department may kindly be informed urgently about the action taken in this matter

NOTE.—Please see Hindi version for the list of books.

क्रमांक	पुस्तक	लेखक	मूल्य	प्रकाशक/प्राप्त स्थान
18.	पगडंडी बहुकुटुम्ब	श्रीनिवास राघवन		प्रगति पब्लिकेशन्स, 15, 3 स्ट्रीट पर मेश्वरीनगर, अडैयार, मद्रास
19.	राष्ट्रभाषा विहीन राष्ट्र	श्री गोपालराव एकबोटे	100.00	मैसर्ज एकबोटे ब्रदर्स, 24, वीर सावर- कर मार्ग, हैदराबाद-50002
20.	दक्खिनी हिंदी की पारिभाषिक शब्दा- वली	डा० परमानन्द पांचाल	100.00	जयश्री प्रकाशन, दिल्ली-110032
21.	अपभ्रंश हिंदी शब्द कोश	डा० नरेशकुमार	250.00	इण्डोविजय प्रा० लि० 11-ए-20, नेहरू नगर, गाजियाबाद-(उ०प्र०)
22.	हिंदी व्युत्पत्ति कोश	वही	125.00	वही
23.	हिंदी के विकास में विदेशी विद्वानों का योगदान	डा० जोस आस्टिन	85.00	अनुराग प्रकाशन, 3/1079-ई, मह- रौली, नई दिल्ली-30
24.	अंग्रेजी हिंदी अभिव्यक्ति	श्री. सीताराम शास्त्री	17.00	केन्द्रीय हिंदी संस्थान, आगरा- (यू०पी०)
अंतरिक्ष विज्ञान				
25.	अंतरिक्ष में स्काई लैब	श्री शुक्रदेव प्रसाद	12.00	मिश्रा ब्रदर्स, अजमेर
26.	अंतरिक्ष में भारत (पुरस्कृत)	वही	16.00	ज्ञानोदय, इलाहाबाद
27.	अंतरिक्ष में विश्व	वही	16.00	वही
28.	अंतरिक्ष में भारत-सोवियत मैत्री	वही	50.00	टी० एन० भार्गव एण्ड संस, इलाहाबाद
29.	प्रदूषण तेरे रूप अनेक	वही	8.00	परिमल प्रकाशन, इलाहाबाद
30.	हमारा बदलता पर्यावरण	वही	8.00	वही
31.	मानव-पर्यावरण (संपादन)	वही	8.00	स्मृति प्रकाशन, इलाहाबाद
जीवनी साहित्य				
32.	वैज्ञानिकों का बचपन (पुरस्कृत)	वही	3.00	इलाहाबाद विज्ञान संस्थान, इलाहाबाद
33.	वैज्ञानिकों के रोचक और प्रेरक प्रसंग (पुरस्कृत)	वही	16.00	विविध भारती प्रकाशन, इलाहाबाद
34.	आधुनिक भारत के विज्ञान रत्न	वही	8.00	साहित्य भंडार, इलाहाबाद
35.	विश्व के विज्ञान रत्न	वही	8.00	वही
36.	भारत के नोबेल वैज्ञानिक	वही	6.00	वही
37.	चंद्रशेखर वेंकटरामन्	वही	6.00	किताब घर, दिल्ली
आविष्कार				
38.	अनजाने में हुए आविष्कार (पुरस्कृत)	वही	7.50	प्रकाशन विभाग, भारत, सरकार नई दिल्ली
39.	घड़ियां : कल और आज	वही	6.00	पंचशील प्रकाशन, जयपुर
40.	कम्प्यूटर हमारे जीवन में	वही	16.00	साहित्य वाणी, इलाहाबाद
यातायात				
41.	जल के यान	वही	8.00	ज्ञानोदय, इलाहाबाद
42.	थल के यान	वही	8.00	वही
43.	नभ के यान	वही	8.00	वही

क्रमांक	पुस्तक	लेखक	मूल्य	प्रकाशक/प्राप्ति स्थान
		गंभीर साहित्य		
44.	परमाणुओं की छाया में	वही	35.00	टी० एन भार्गव एण्ड संस, इलाहाबाद
45.	वैज्ञानिक निबंधावली (नि० सं०)	वही	12.00	प्रयाग पुस्तक सदन, इलाहाबाद
46.	वैज्ञानिक निबंध (निबंध संग्रह)	वही	8.00	पुस्तक प्रकाशन मंदिर, इलाहाबाद नालंदा प्रकाशन, इलाहाबाद
47.	वैज्ञानिक निबंध दर्पण	वही		वही
48.	यानों की कहानी (पुरस्कृत)	वही	35.00	ज्ञानोदय, इलाहाबाद
49.	हिंदी : स्वरूप और प्रयोग	प्रो० बालगोविन्द मिश्र तथा अन्य	12.00	मध्य प्रदेश हिंदी ग्रंथ-अकादमी, भोपाल
50.	संपर्क भाषा हिंदी और भारतीय भाषाएं	भोलानाथ तिवारी कमल सिंह	200.00	प्रभात प्रकाशन, चावडी बाजार, दिल्ली
51.	भारतीय भाषा कोश		316.00	सहायक निदेशक (बिक्री) केन्द्रीय हिंदी निदेशालय, पश्चिमी खंड-7, आर० के० पुरम, नई दिल्ली-110066
52.	व्यावहारिक हिंदी-अंग्रेजी शब्दकोश		8.00	वही
53.	हिंदी-गुजराती व्यावहारिक लघुकोश		91.00	वही
54.	हिंदी-सिंधी व्यावहारिक लघुकोश		88.00	वही
55.	हिंदी-उर्दू व्यावहारिक लघुकोश		88.00	वही
56.	हिंदी-मराठी व्यावहारिक लघुकोश		69.00	वही
57.	हिंदी-असमिया व्यावहारिक लघुकोश		88.00	वही
58.	हिंदी-गुजराती-अंग्रेजी त्रिभाषा कोश (जिल्द-i)		199.00	वही
59.	हिंदी-गुजराती-अंग्रेजी त्रिभाषा कोश (जिल्द-ii)		169.00	वही
60.	हिंदी-गुजराती-अंग्रेजी त्रिभाषा कोश (जिल्द-iii)		96.00	वही
61.	हिंदी-तमिल व्यावहारिक लघुकोश		88.00	वही
62.	हिंदी-तेलुगु व्यावहारिक लघुकोश		88.00	वही
63.	हिंदी-उडिया व्यावहारिक लघुकोश (प्रकाशनाधीन)		88.00	वही
64.	हिंदी-मलयालम व्यावहारिक लघुकोश (प्रकाशनाधीन)		199.00	वही
65.	हिंदी-तमिल-अंग्रेजी त्रिभाषा कोश (जिल्द-i)		199.00	वही
66.	हिंदी-तमिल-अंग्रेजी त्रिभाषा कोश (जिल्द-ii)		169.00	वही
67.	हिंदी-तमिल-अंग्रेजी त्रिभाषा कोश (जिल्द-iii)		96.00	वही
68.	हिंदी-कन्नड-अंग्रेजी त्रिभाषा कोश (जिल्द-i)		199.00	वही
69.	हिंदी-कन्नड-अंग्रेजी त्रिभाषा कोश (जिल्द-ii)		169.00	वही
70.	हिंदी-कन्नड-अंग्रेजी त्रिभाषा कोश (जिल्द-iii)		96.00	वही
71.	हिंदी-मलयालम-अंग्रेजी त्रिभाषा कोश (जिल्द-i)		96.00	वही
72.	हिंदी-मलयालम-अंग्रेजी त्रिभाषा कोश (जिल्द-ii)		199.00	वही
73.	हिंदी-मलयालम-अंग्रेजी त्रिभाषा कोश (जिल्द-iii)		96.00	वही
74.	हिंदी-असमिया-अंग्रेजी त्रिभाषा कोश (प्रकाशनाधीन)		96.00	वही
75.	हिंदी-सिंधी-अंग्रेजी त्रिभाषा कोश (प्रकाशनाधीन)			वही
76.	हिंदी-कश्मीरी-अंग्रेजी त्रिभाषा कोश (प्रकाशनाधीन)			वही
77.	देवनागरी लिपि अभ्यास-पुस्तिका		7.25	वही
78.	हिंदी-पाठमाला (भाग-1-4) विदेश विद्यार्थियों के लिए (प्रकाशनाधीन)			

क्रमांक	पुस्तक	लेखक	मूल्य	प्रकाशक/प्राप्ति स्थान
79.	हिंदी-अंग्रेजी वार्तालाप पुस्तिका (प्रकाशनाधीन)			सहायक निदेशक (बिक्री) केन्द्रीय हिंदी निदेशालय, पश्चिमी खंड-7, आर० के० पुरम, नई दिल्ली
80.	अंग्रेजी-हिंदी वार्तालाप पुस्तिका			वही
81.	तमिल-हिंदी वार्तालाप पुस्तिका		3.75	वही
82.	हिंदी-तमिल वार्तालाप पुस्तिका (प्रकाशनाधीन)			वही
83.	मलयालम-हिंदी वार्तालाप पुस्तिका (प्रकाशनाधीन)			वही
84.	मलयालम-हिंदी वार्तालाप पुस्तिका (प्रकाशनाधीन)			वही
85.	हिंदी-मलयालम वार्तालाप पुस्तिका (प्रकाशनाधीन)			वही
86.	बंगला-हिंदी वार्तालाप पुस्तिका (प्रकाशनाधीन)			वही
87.	हिंदी-बंगला वार्तालाप पुस्तिका		6.00	वही
88.	हिंदी-तमिल स्वयं शिक्षक		5.00	वही
89.	हिंदी-मलयालम स्वयं शिक्षक		5.00	वही
90.	हिंदी-तेलुगु स्वयं-शिक्षक		5.00	वही
91.	हिंदी-कन्नड स्वयं शिक्षक		6.00	वही
92.	सामाजिक विघटन एवं सुधार	डा० (श्रीमती) सरला दुबे	25.00	विवेक प्रकाशन, 7, यू०ए० जवाहर नगर-दिल्ली-7
93.	अपराध शास्त्र	डा० राम आहूजा	24.00	मीनाक्षी प्रकाशन, बेगम ब्रिज, मेरठ
94.	नया सिपाही	श्री रमेश चन्द्र शर्मा		पुलिस ट्रेनिंग कालेज, मधुवन (हरियाणा)
95.	पुलिस अन्वेषण फोटोग्राफी	श्री विष्णुदत्त शर्मा	15.55	किताब घर, गांधी नगर, दिल्ली-31
96.	भारतीय पुलिस	श्री परिपूर्णानन्द वर्मा	50.00	विश्वविद्यालय प्रकाशन, चौक, वाराणसी
97.	पुलिस एवं अनुसंधान	श्री दशरथलाल खरे	35.00	दी लायर्स होम, 19 सिक्ख मोहल्ला, इंदौर (म०प्र०)
98.	पुलिस अन्वेषण	श्री वसन्तीलाल बावेल	40.00	इस्टर्न बुक कंपनी 34-लाल बाग, लखनऊ
99.	अंगुल छाप विज्ञान	श्री सिराजुद्दीन सिद्दकी	30.00	दी लायर्स होम, 19 सिक्ख मोहल्ला, इंदौर
100.	पुलिस विधि विज्ञान	श्री शिवचरण मंत्री एवं श्री आशीष बोस	18.00	एज्युकेशनल पब्लिशर्स, 224, शिवाजी नगर, मदनगंज, किशनगढ़ अजमेर, (राज०)
101.	पुलिस-एक दार्शनिक विवेचन (अनूदित)	श्री बी० एन० मलिक	4.00	पुलिस वेलफेयर सेंटर, भोपाल (म०प्र०)
102.	रेलवे पुलिस नियम अधिकार एवं कर्तव्य	अनु० श्री जगदीश चन्द्र दीक्षित		
103.	अपराध कारण और निवारण	श्री सतीश चन्द्र भटनागर	45.00	दी लायर्स होम, 19 सिक्ख मोहल्ला, इंदौर (म०प्र०)
104.	आपराधिक विधि के सिद्धांत	श्री गिरिराज शाह	50.00	विश्वविद्यालय प्रकाशक, चौक, वाराणसी
105.	एक अधिकारी की आत्मकथा	श्री ओमप्रकाश श्रीवास्तव	10.00	इस्टर्न बुक कंपनी ला पब्लिशर्स एवं बुक सेलर्स, 34, लाल बाग, लखनऊ-1
		श्री विश्वनाथ लाहिरी	30.00	भारतीय साहित्य प्रकाशन, 286, चाणक्यपुरी, सदर, मेरठ-1

क्रमांक	पुस्तक	लेखक	मूल्य	प्रकाशक/प्राप्ति स्थान
106.	प्राचीन भारत में गुप्तचर सेवा	डा० सत्यदेव त्रिवेदी	150.00	अनुपम प्रकाशन संस्थान 29 ए/1, आसफअली रोड़, दिल्ली-2
107.	पुलिस अन्वेषण और अभियोजन	श्री राजाराम यादव	120.00	दी ला बुक कं० (प्रा०) लि०, सरदार पटेल मार्ग, पो०बा० नं० 1-004, इलाहाबाद
108.	भारतीय पुलिस (पांडुलिपि)	श्री बी०एम० शर्मा		
109.	आदर्श प्रथम सूचना रिपोर्ट्स	श्री हरिभूषण	40.00	उर्मिल प्रकाशन, 137, अरविन्द एंक्लेव, दिल्ली
110.	यातायात ज्ञान विज्ञान	श्री आशुतोष शुक्ला	45.00	श्रीमती कमलेश भारद्वाज, 73/74 माडल बस्ती, फिल्मस्तान दिल्ली-6

CHAPTER 13

ARRANGING HINDI WORKSHOPS

269. O. M. No. 21034/31/87-O.L.(D), dated 11-1-88.

Subject :—Setting up of workshops for the facility of the staff working in Hindi.

The undersigned is directed to invite the attention to this Department's Office Memorandum No. 14025/2/83-O.L. (D), dated 29-10-84, in which it was requested that the Hindi workshops for removing the hesitation of the employees in working in Hindi may be organised.

2. To get the maximum benefit of these workshops, all Ministries/Departments of the Government of India are requested that they may organise these workshops in such a way that the employees doing the work of the similar nature, may participate together instead of the employees doing different types of work. By this procedure, organising of these workshops will be easy and their utility will increase. The 12 lessons, which are prepared for these workshops by the concerned Institutions should be utilised for this purpose. It is also requested that these orders may be brought to the notice of all concerned.

CHAPTER 14

HINDI NAMES OF ORGANISATIONS, OFFICES, POSTS ETC.

270. O. M. No. 12021/4/83-O.L. (B-1), dated 1-12-86.

Subject :—Naming of New Govt. Offices/Organisations/Undertakings and schemes in Hindi or other Indian Languages.

This office O.M. of even number dated 24-12-1983 (copy enclosed) may please be referred to.

As per office order issued by the Department of Official Language new Organisations/Offices of the Central Government should be given Hindi/Indian names from the very beginning. It was also mentioned in the orders issued earlier that while naming the Govt. organisations in Hindi or Indian languages extensive use of Hindi should be made and these should be circulated.

It has come to notice that orders issued by the Department of Official Language are not being followed properly. All the Ministries/Departments are therefore requested to take special care that new organisations/offices are named in Hindi or Indian languages.

Copy

O. M. No. 12021/4/83-O.L. (B-1) dated 24-12-83.

Subject :—Naming of new Govt. Offices/Organisations/Undertakings and new schemes in Hindi or other Indian Languages.

The undersigned is directed to invite attention of the Ministry of Finance etc. to the Ministry of Home Affairs O.M. No. 12/23/61-O.L., dated 27-3-1962, O.M. No. 5/1/65, dated 1-1-1965, O.M. No. 5/74/69-O.L. dated 5-11-69, and O.M. No. 5/79/17 dated 28-10-1970, on the subject mentioned above.

In the communications cited above, it was requested that whenever Organisations etc. are named, they should be named at the very outset either in Hindi or in other Indian languages. It was also requested that in choosing names, consultation may also be had with the Central Hindi Directorate. It was also requested in this context that names in Hindi or the Indian Languages may also be given to Offices/Organisations/Institutes for their current names in English. As in naming, so in the matter of finalizing names in Hindi or the regional languages too contact should be had with the Central Hindi Directorate. As would be recalled, such a beginning was to be made from 1965 in respect of Central Government Offices/Organisations/Institutes located in the Hindi-speaking regions. It was also urged in this connection that utmost use be made of the names in Indian languages/Hindi, their usage promoted, and the papers written in English therefore may be rendered in the Roman script, as is done in the Lok Sabha, Rajya Sabha, and the Rashtrapati Bhavan.

It is noticed that in spite of these orders new Offices/Undertakings/Institutes and Schemes are still assigned names in English alone, and many a name current in English already has not yet been rendered in Hindi or given Indian names.

Several cases of violation of these rules have come to the notice of the Department of Official Language. It has, therefore, been decided in this connection that with a view to assessing the extent to which these orders have been implemented after March 1962, each Ministry/Department of the Government of India may be requested to furnish the following information to this Department by 15-12-1983. positively :—

1. The number of new Offices/Undertakings/Institutes opened by the Ministry/Department concerned (Please give their full names and addresses).
2. The number out of them initially named in Hindi or other Indian Languages. (kindly give their names and addresses).
3. How many of them were named in English (names and addresses may be listed)
4. How many of them initially named in English have been given names in Hindi or other Indian languages, (Names as well as addresses may kindly be given).

271. O. M. No. I/14013/14/87-O.L.-(A-1), dated 5-1-88.

Subject :—Naming of new Companies of Central Government in Hindi.

The undersigned is directed to refer to the Ministry of Home Affairs Office Memorandum No. 12/23/61-O.L., dated 27th March, 1962 and the Department of Official Language O.M. No. I/14034/3/85-O.L.(A-1), dated 29th October, 1985 wherein the various Ministries/Departments of the Central Government were requested that naming of new Government offices, buildings, complexes, programmes, projects, etc. should be given names in Hindi or Indian languages.

2. Suggestions have been received in the Department of Official Language that names of present Government Companies which have been registered in English should be replaced by Hindi names.

3. These suggestions have been considered in the Department of Official Language and it has been decided that new companies to be set up by the Government of India should be given Hindi names from the very beginning and then transliteration in English should be given. The matter regarding changing names in Hindi of those companies, which have already been given English names, may be left with the concerned company. If they want to continue their present names in English then they should display their names in both the languages, Hindi and English, in sign boards, etc., after transliterating their names in Hindi (for example, हिन्दुस्थान स्टील लिमिटेड). If they want to change their English name, then they should take action under section 21 of the Companies Act, 1956.

4. It has been also decided that if Government Companies, which have already been set up, want to change their names for any reason, then they must be given Hindi names.

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

6. A copy of instructions issued in this connection may please be endorsed to this Department also.

[Faint, mostly illegible text in Hindi script, likely bleed-through from the reverse side of the page.]

CHAPTER 15

MISCELLANEOUS

272. O. M. No. I/14034/2/87-O.L. (A-1) dated 21-4-87.

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 this 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 guideline 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.

273. O. M. No. I/14034/2/87-O.L. (A-1) dated 23-9-87.

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.

274. O. M. No. 20034/13/87-R & A Unit dated 27-10-88.

Subject :—Kendriya Sachivalaya Hindi Parishad—Grant of Special Casual Leave to Govt. Servants in connection with the activities of the Parishad.

Provision to grant special casual leave, was made to the extent mentioned in the O.M. issued by the Cabinet Secretariat, Department of Personnel & Administrative Reforms (Now Min. of Personnel, Training and Public Grievances) vide their O.M. No. 28016/2/76-Estt.(B) dt. 30-6-76 in order to enable the Govt. servants to take part in the activities of the Kendriya Sachivalaya Hindi Parishad and for doing work connected with the meetings etc. This provision for special casual leave was made because activities of the Kendriya Sachivalaya Hindi Parishad have a relation to the Official Language Policy of the Government. Copy of the said O.M. is enclosed.

As all the orders, directions etc. relating to the Official Language Policy of the Govt. apply to all undertakings, Corporations and Commissions etc. owned or controlled by the Govt. of India, it has since been decided that provisions made in the Ministry of Personnel, Training, Public Grievances & Pension O.M. dated 30-6-76 should also be made applicable to abovesaid Undertakings & Corporations etc. All the Ministries/Departments are therefore requested to direct the Undertakings/Corporations etc. owned or controlled by them to enforce the provisions relating to the grant of special casual leave to their officers/employees for participating in the activities of the Kendriya Sachivalaya Hindi Parishad.

O.M. No. 28016/2/76-Estt. (B) dated 30-6-76.

Subject :—Kendriya Sachivalaya Hindi Parishad—Grant of Special Casual Leave to Government Servants in connection with the activities of the Parishad.

The undersigned is directed to say that the question whether Government servants participating in the activities of the Kendriya Sachivalaya Hindi Parishad should be granted any facilities by way of special casual leave has been under consideration. Taking into account the fact that the activities of the Parishad have a relation to the Official Language policy of Government, it has been decided, as a special case, that Government

को विभिन्न बैठकों आदि से संबंधित कार्य के लिए सरकारी कर्मचारियों को नीचे उल्लिखित सीमा तक विशेष आकस्मिक छुट्टी दी जा सकती है :—

- (क) परिषद की साधारण सभा की बैठकों के संबंध में तथा इसके पुरस्कार वितरण समारोहों के अवसर पर परिषद के किसी पदाधिकारी को एक वर्ष में पांच दिन तक की विशेष आकस्मिक छुट्टी जिसमें यात्रा में लगने वाले समय भी सम्मिलित है, प्रदान की जा सकती है, किन्तु शर्त यह है कि विशेष आकस्मिक छुट्टी बैठकों/समारोहों के दिन (दिनों) और यात्राओं पर लगने वाले समय तक ही सीमित रहेगी ;
- (ख) दिल्ली में होने वाली केंद्रीय समिति की बैठकों में भाग लेने के लिए बाहर से किसी स्थान से आने वाले पदाधिकारी को पांच दिनों तक की विशेष आकस्मिक छुट्टी प्रदान की जा सकती है, जो दिल्ली से उसकी ड्यूटी के स्थान की दूरी पर निर्भर होगी; तथा
- (ग) दिल्ली स्थित केंद्रीय सचिवालय में कार्य कर रहे पदाधिकारियों को उपर्युक्त (क) तथा (ख) में उल्लिखित बैठकों के अलावा परिषद के अन्य कार्यक्रमों में भाग लेने के लिए विभिन्न स्थानों पर जाने के लिए बहिर्यात्रा तथा वापसी यात्रा के लिए वर्ष में 20 दिन तक की विशेष आकस्मिक छुट्टी प्रदान की जा सकती है (i) किन्तु शर्त यह है कि विशेष आकस्मिक छुट्टी यात्राओं पर वास्तविक रूप में लगने वाले समय तक के लिए ही सीमित होगी और (ii), 20 दिन की सीमा के लिए उपर्युक्त (क), (ख) की शर्तों के अनुसार ली गई ऐसी छुट्टी को हिसाब में रखा जाएगा ।

सभी मंत्रालय/विभाग कृपया यह नोट करें कि उपर्युक्त (क), (ख) तथा (ग) में उल्लिखित किसी भी प्रयोजन के लिए अथवा एक साथ सभी प्रयोजनों के लिए किसी एक वर्ष के दौरान किसी भी व्यक्ति को प्रदान की गई कुल विशेष आकस्मिक छुट्टी 20 दिन से अधिक नहीं होनी चाहिए । ये आदेश वित्त मंत्रालय की सहमति से, और भारतीय लेखा परीक्षा तथा लेखा सेवा में कार्य कर रहे व्यक्तियों के मामले में, भारत के नियंत्रक तथा महालेखा परीक्षक की सहमति से जारी किए जाते हैं ।

275. का० जा० सं० 20034/30/88-अ० वि० एकक दिनांक, 27-10-88

स्वतंत्रता की 40वीं वर्षगांठ और पण्डित जवाहर लाल जन्म शताब्दी समारोह के उपलक्ष में हिंदी दिवस/सप्ताह 1988 के अवसर पर शुकवार दिनांक 16 सितम्बर, 1988 को विज्ञान भवन, नई दिल्ली में अखिल भारतीय राजभाषा सम्मेलन और इंदिरा गांधी पुरस्कार वितरण समारोह का भव्य आयोजन किया गया था । उसमें हमारी राजभाषा नामक एक प्रदर्शनी भी लगाई गई थी जिसमें राजभाषा हिन्दी में हो रहे कामकाज के नमूने और शब्दावलियां, शब्दकोश, वैज्ञानिक/तकनीकी पुस्तकों आदि के साथ-साथ टेलीप्रिंटरों और कम्प्यूटरों में देवनागरी में काम करने की क्षमता प्रदर्शित करने के लिए इलेक्ट्रॉनिकी उपकरण प्रदर्शित किए गए थे । तीन विचार गोष्ठियों में राजभाषा संबंधी गंभीर विचार विमर्श भी हुआ था । हिन्दी की वाणी नामक राजभाषा संबंधी फिल्म का प्रदर्शन भी किया गया था ।

उक्त सम्मेलन का उद्घाटन माननीय प्रधान मंत्री जी ने किया था । उन्होंने ही इंदिरा गांधी पुरस्कार प्रदान करने के साथ साथ राजभाषा विभाग की त्रैमासिक पत्रिका राजभाषा भारती का विमोचन भी किया ।

उस अवसर पर माननीय प्रधान मंत्री जी ने जो भाषण दिया था, उसकी प्रतिलिपि सूचना और उचित कार्रवाई के लिए भेजी जा रही है ।

अखिल भारतीय राजभाषा सम्मेलन और इन्दिरा गांधी पुरस्कार वितरण समारोह में दिनांक 16 सितम्बर, 1988 को माननीय
प्रधानमंत्री जी का उद्घाटन भाषण

हमारी सभ्यता में बहुत से गुण हैं, बहुत सी ताकतें हैं। शायद सबसे महत्वपूर्ण बात हमारी सभ्यता में हमारा आत्मविश्वास है। क्योंकि इस आत्मविश्वास के साथ, इसकी शक्ति पर, हम हमारी सभ्यता में एक सहनशीलता ला पाए हैं। हम हमारी सभ्यता में एक एन्जार्पेशन की भावना ला पाए हैं। हम हमारी सभ्यता में ऐसी शक्तियां बना पाए हैं जिससे हम कभी डरे नहीं हैं दूसरे संस्कृतियों, विचार-धाराओं से, बल्कि हमने खुलकर उन्हें समझा है पढ़ा है और जहां हमें ठीक लगा हमने उन्हें लेकर हमारी संस्कृति में, हमारी सभ्यता में मिला के रख लिया है। ये ही हमारे देश की सबसे बड़ी शक्ति है। एक तरफ विविधता दूसरी तरफ उसी में एकता। इसी से हम भारत को आज इतना मजबूत बना पाए हैं। अगर हम इस शक्ति को कम होने दें तो भारत की शक्ति कम हो जाती है। अगर हमें आज हिन्दी को एक राजभाषा बना के प्रचार करना है, तो हमें यह हमारी सभ्यता की शक्तियों को ध्यान में रखना है।

इसी रूप में हमें हिन्दी का प्रचार करना है, हिन्दी को आगे बढ़ाना है। अगर हम इसी तरह से करेंगे तो कोई भी कमजोरी नहीं आएगी। अगर हम इसके बदले में इस तरह से प्रचार करें कि लोगों को महसूस हो, लोगों को लग कि जबरदस्ती उन पर हिन्दी लगाई जा रही है, अगर उन पर जबरदस्ती या दण्ड देकर हम हिन्दी पहुंचाएं, तो हो सकता है कि असर उलटा हो और हिन्दी का प्रचार बजाए आगे बढ़ने के, ज्यादा कमजोर हो जाए। हमारे संविधान में 15 भाषाओं की जगह दी गई है और ये सब भाषाएं बराबर सब भारत की भाषाएं हैं। सब को बराबर सम्मान देना है। सबको बराबर आदर देना है और हमें देखना है कि सबको पूरा मौका मिले आगे बढ़ने का परिवर्तन लाने का। क्योंकि जब सब प्रांतीय भाषाओं को ऐसा मौका मिलेगा, तभी उनमें, इन प्रांत के लोगों में वह शक्ति आएगी, कि वो हिन्दी को मान्यता देंगे और हिन्दी को भी अपनी भाषा पूरी तरह से मानेंगे। अगर कहीं पर भी लगने लगेगा कि हिन्दी किसी प्रांतीय भाषा को हटा रही है अपनी जगह से, या नीचे दबाने की कोशिश कर रही है, तब लोग अकड़ के खड़े हो जाएंगे और हिन्दी का बहुत सख्त विरोध होगा। तो जब हम हिन्दी का प्रचार करें तो हमें इन बातों का ध्यान रखकर ऐसे विचार करना चाहिए कि हिन्दी लोगों के दिल में आए, उनके मत में आए और वो प्यार से हिन्दी को मान ले, अपना लें।

गांधी जी ने हिन्दी को बहुत महत्व की जगह दी थी। गांधी जी ने हमें सिखाया था कि हिन्दी में और किसी प्रांतीय भाषा में कोई टक्कर नहीं है। दोनों के लिए जगह है। भारत एक बहुत बड़ा देश है। और इसी तरह आज भी हमें हिन्दी को आगे बढ़ाना है, हिन्दी का प्रचार करना है।

एक तरफ तो हमें देखना है कि हिन्दी राजभाषा बने, सरकार की भाषा बने, दूसरी तरफ उतना ही हमें देखना है कि हिन्दी लोगों की भाषा बने। जब तक दोनों चीजें नहीं होंगी तब तक असलियत में हिन्दी का प्रचार देश के कोने कोने तक नहीं हो पाएगा। अगर हमें हिन्दी को लोगों की भाषा बनानी है तो हमें बहुत गौर से देखना है कि क्या क्या करने की जरूरत है। सबसे जरूरी, जैसे मैंने कहा, कि कोई ऐसे लोगों को महसूस नहीं होना चाहिए कि कोई जबरदस्ती हिन्दी उनके ऊपर थाप रहा है। लेकिन उससे भी ज्यादा जरूरी है कि उन्हें लगे कि हिन्दी एक जीवित भाषा है। हिन्दी में दूसरी भाषाओं से भी शब्द आए, जैसे नई टैक्नालॉजी बनती है, विज्ञान आगे बढ़ता है, तो हिन्दी में नए शब्द आए जिसमें हिन्दी आज के जमाने के साथ साथ चले। हमें देखना है कि हिन्दी में अंग्रेजी से, ऊर्दू से, भारत की दूसरी भाषाओं से भी शब्द आए क्योंकि उसी से एक जीवित भाषा रहेगी लेकिन सबसे जरूरी हमें देखना है कि लोगों को लगे कि अगर वो हिन्दी सीखें अगर वो हिन्दी पढ़ें, तो उनके जीवन स्थिति में कुछ परिवर्तन आएगा। उन्हें बहुत ज्यादा मौका मिलेगा आगे बढ़ने के लिए। इस तरफ हमें अभी भी काफी ध्यान नहीं दे रहे हैं। अगर हम आज भी देश में किसी युवक से पूछें कि अगर नौकरी चाहिए, रोजगारी चाहिए तो अंग्रेजी की तरफ सीधे देखता है। मैं आज भी देख रहा हूँ गांवों में भी, देहात में भी जिसके पास भी साधन होता है वो सीधे अपने बच्चे का ध्यान अंग्रेजी की तरफ डालता है क्योंकि उसे महसूस होता है कि अंग्रेजी से उसके बच्चे को ज्यादा मौका मिलेगा, आगे बढ़ने के लिए। तो हमें खुद भी देखना है कि हम हिन्दी पढ़ने वालों के लिए काफी मौका दे रहे हैं कि नहीं, हम उसको काफी अवसर दे रहे हैं कि नहीं, आगे बढ़ने के लिए। जब तक इस तरफ भी हम पूरा ध्यान नहीं दे पाएंगे तब लोग हिन्दी को अच्छी तरह से स्वीकृत नहीं करेंगे। हमने राजभाषा का दर्जा तो हिन्दी को दे दिया है। हिन्दी देशभर में बहुत लोग समझते हैं और बहुत लोग बोलते हैं। बहुत से इलाकों में भी जहां हिन्दी भाषा आम लोग नहीं बोलते हैं, वहां भी लोग हिन्दी को आज समझने लग गए हैं।

हिन्दी भारत की बहुत सी दूसरी भाषाओं के साथ संबंध रखती है। और बहुत से शब्द ऐसे हैं जो लोग आसानी से समझ सकते हैं और हमने देखा है कि नई किताबों के साथ, खासकर विज्ञान और टेक्नालाजी की किताबों के साथ, हिन्दी बहुत अलंकृत हुई है। इसीलिए हमारे सरकारी काम के लिए हिन्दी से अच्छी और कोई भाषा नहीं हो सकती। हिन्दी का प्रचार करना है लेकिन जैसे मैंने कहा था कि बहुत ध्यान से करना है। पं० जवाहर लाल नेहरू जी ने नीति हमारे सामने रखी। उसी नीति पर हमें आगे बढ़ना है। एक तरफ हिन्दी का प्रचार होना है, दूसरी तरफ ऐसा दबाव नहीं लगना है कि लोग अकड़ कर खड़े हो जाएं। जब भी हम ऐसे प्रदेशों में हिन्दी का प्रचार करते हैं जहां आम लोग हिन्दी नहीं बोलते हैं, वहां हमें बहुत खास ध्यान इन बातों पर रखना है।

एक दूसरा बहुत बड़ा प्रश्न सामने आता है वो कि किस तरह की हिन्दी हो, क्योंकि उत्तर में तो सरल हिन्दी का प्रचार होता है। जितनी सरल हो उतना आसान होगा, उतने लोग उसे इस्तेमाल करेंगे। लेकिन अगर हमें सचमुच में पूरे देश में हिन्दी को फैलाना है, तब सरल हिन्दी फैलाने में और मुश्किल होगी, क्योंकि दक्षिण की भाषाएं संस्कृत से बहुत संबंध रखती हैं और अगर हम सरल हिन्दी बोलेंगे, इस्तेमाल करेंगे तो हमारे दक्षिण के भाइयों और बहनों के लिए बहुत ज्यादा मुश्किल हो जाएगा। तो इन दो बातों में हमें एक ठीक रास्ता निकालना है, जिसमें पूरे देश में हिन्दी अच्छी तरह से, तेजी से फैले।

अभी आपके बीच में आने में मुझे कुछ मिनट विलम्ब हो गया क्योंकि मैं बाहर जो प्रदर्शनी लगी है उसमें चला गया था और कई चीजें देखी। जो परिवर्तन हुआ है इन सालों में वो मैंने देखा। खासकर मैंने देखा कि मशीनों में बहुत परिवर्तन हुआ है, कंप्यूटर्स में, टेलीप्रिंटरों में, टाइपराइटरों में और इसे देखकर मुझे खुशी हुई है कि क्योंकि अगर हिन्दी को देश के कोने-कोने तक पहुंचाना है और आज के जमाने में हिन्दी को राजभाषा, देश की भाषा बननी है, तब बहुत जरूरी है कि ऐसी सब मशीनों को भी हम हिन्दी में लाएं, चलाएं, जिसमें सुविधा हो हिन्दी में काम करने की। मेरी उम्मीद है जो काम हो रहा है, वो है बहुत अच्छा, लेकिन तब भी जितना फैलना था, जितना पहुंचना था, जो पहुंच हो जानी थी वो अभी तक नहीं हो पाई है। तो शुरूआत अच्छी है, लेकिन अब और भी ज्यादा जोर लगाना है दफ्तरों में, घरों में इन चीजों को पहुंचाने के लिए।

मैं खास मुबारकबाद देना चाहता हूं राजभाषा विभाग को क्योंकि उन्होंने बहुत काम किया है राजभाषा को आगे बढ़ाने के लिए। मैं उन्हें मुबारकबाद देना चाहता हूं इस सम्मेलन के लिए, जो उन्होंने पं० जवाहर लाल नेहरू जी के शताब्दी के लिए बुलाया है और मेरी उम्मीद है कि इस सम्मेलन से एक नई गति बनेगी। हिन्दी राजभाषा और तेजी से बनने लगेगी और भारत की एकता और अखण्डता बनाने में भारत को मजबूत रखने में हिन्दी का पूरा भाग होगा।

मैं अन्त में सबों को मुबारकबाद देना चाहता हूं जिनको आज पुरस्कार मिले हैं और मेरी उम्मीद है कि इन पुरस्कारों से हिन्दी का प्रचार बढ़ेगा। मेरी उम्मीद है कि आते हुए साल के लिए और विभाग भी बहुत जोर से काम करेंगे और अगले साल इन पुरस्कारों के लिए एक बड़ी दौड़ होगी, जिससे हिन्दी का भी प्रचार और होगा। इन सालों में हमने देखा है कि हिन्दी खाली राजभाषा नहीं, बल्कि राष्ट्रभाषा और एक विश्व भाषा भी बनने लग रही है। हमारी उम्मीद है कि इस रास्ते से हम हिन्दी के लिए विश्व में एक अच्छी जगह बनाके रखेंगे और हिन्दी के इस प्रचार से खाली हिन्दी नहीं बल्कि भारत की प्राचीन परम्पराएं भारत की पुरानी विचारधाराएं दुनिया में फैलेंगी और पूरे दुनिया में एक नई भावना आएगी एकता की, प्रगति की और विकास की।

धन्यवाद ।

276. O. M. No. 20034/5/88-R & A Unit dated 10-5-88.

Subject :—Encouraging the presentation of research papers etc. in Hindi in scientific and technical seminars, conferences etc. and their publication in scientific journals.

A seminar of Secretaries and top ranking officers of the various Ministries/Departments was organised by the Department of Official Language on 7th January, 1988 in which one of the suggestions was to allow presentation of papers in Hindi too in all scientific and technical seminars and separate standard scientific journals should be brought out or papers in Hindi be included in the magazines already being published by the Scientific and Technical Departments. In this connection, it is worth mentioning that some members of Hindi Advisory Committees of various Ministries/Departments have been giving such suggestions from time to time and have been pressing that research papers etc. should be presented in Hindi also in scientific seminars etc. or seminars should be organised through Hindi medium. Top research Centres of Department of Atomic Energy and Department of Space such as Bhabha Atomic Research Centre, Bombay, Vikram Sarabhai Space Research Centre, Tiruanantpuram and Space Utilization Centre, Ahmedabad etc. have been organising such high standard seminars in which all research papers have been presented in Hindi by scientists. Under the circumstances, it will be quite appropriate to accept the aforesaid suggestion.

2. It has, therefore, been decided that not only the option to present research papers etc. in Hindi be allowed in all types of seminars, discussions, conferences etc. to be organised by the Ministries/Departments, Offices, Corporations, Undertakings, Commissions and Banks etc. of the Government of India, but also, the scientists, technicians and other personnel should be inspired and encouraged to read papers in Hindi.

In the seminars etc. in which, papers are also to be presented in Hindi, arrangement of Interpreter (Hindi-English) may be made and a copy of the research paper of Hindi be made available to him/her in advance so that English version of the research paper could be simultaneously made available to the participants of the seminar. Efforts should also be made to organise separate seminars in Hindi.

3. Scientific and Technical Departments are also requested to make arrangements to publish the Hindi papers on scientific and technical subjects, either in the forthcoming issues of the journals or bring out separate journals for them. A copy of such journals may please be sent to the Department of Official Language for information.

277. O.M. No. 20034/10/85-R & A Unit dated 21-12-88.

Subject :—Documentary films showing different aspects of Official Language Hindi.

Cassettes and prints of the following documentary films relating to the development and spread of Official Language Hindi, have been got prepared by the Ministry of Information and Broadcasting (Films Division) details of which are as under :—

1. *Udayanjali* (Relating to the 1st World Hindi Convension, Nagpur)

	Rs.
(i) 16 mm Print	5,138.00
(ii) Super 8 mm Print	2,002.00
(iii) First B.H.S. Cassette	1,377.00
(iv) Each additional B.H.S. Cassette	70.00

2. *Ekta ka Purv* (Relating to the Second World Hindi Convention, Mauritius)

	Rs.
(i) 16 mm Print	2,974.00
(ii) Super 8 mm Print	1,602.00
(iii) BHS Cassette (1st Print)	933.00
(iv) Each additional BHS Cassette	70.00

3. *Hindi Sub Sansar* (Relating to the 3rd World Hindi Convention, Delhi)

	Rs.
(i) 16 mm print	5,408.00
(ii) Super 8mm print	2,002.00
(iii) BHS Cassette (1st print)	1,460.00
(iv) Each additional BHS Cassette	70.00
Total price of the above three BHS Cassettes (1st print)	3,560.00
Total price of the above three BHS Cassettes (each additional print)	70.00

4. *Hind (Desh) Ki Vani* (Larger Version)

(i) 530 meter, 16mm print	12,168.00
(ii) BHS Cassette (1st print)	1,318.00
(iii) Each additional BHS Cassette	56.00

5. *Desh Ki Vani* (Smaller Version)

(i) 239 meter 16 mm print	5,408.00
(ii) BHS Cassette (1st print)	974.00
(iii) Each additional BHS Cassette	56.00

The above films are not only useful and informative but also interesting and delightful in which beautiful natural scenes have also been depicted.

It is hoped that screening of these films on the occasion of programmes arranged by various offices, training institutions and undertakings will certainly go a long way to inspire the viewers to work in the Official Language Hindi.

Ministries/Departments are requested to motivate their attached and subordinate offices/undertakings etc., to purchase these films etc., The following may be contacted for procuring these films —

Officer-in-Charge (distribution),

Films Division,

24-Peddar Road,

Bombay—400 026.

00-881.8

00-200.2

00-770.1

00-07

00-173.4

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