

# IMPLEMENTATION OF INSTRUCTIONS ON OFFICIAL LANGUAGE

## 51.1 **Language of the Union**

The Official Language of the Union is Hindi in Devanagari script. The form of numerals used for the official purposes of the Union is the international form of Indian numerals.

## 51.2 **The important instructions regarding Official Language Policy** as per the Official Languages Act, 1963 and the Official Languages (Use for official purposes of the Union) Rules, 1976 (As amended in 1987) made thereunder are as follows:-

### (i) **Region :-**

"**Region A**" means the States of Bihar, Chhattisgarh, Jharkhand, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttaranchal and Uttar Pradesh and the Union Territory of Delhi and Andaman and Nicobar Islands .

"**Region B**" means the States of Gujarat, Maharashtra and Punjab and the Union Territory of Chandigarh.

"**Region C**" means the States and the Union Territories other than those referred to in Region A and B.

### (ii) (ii) **Proficiency in Hindi** - An employee shall be deemed to possess proficiency in Hindi if :-

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

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

(c) he declares himself to possess proficiency in Hindi.

### (iii) **Working knowledge of Hindi** - An employee shall be deemed to have acquired a working knowledge of Hindi if :-

(a) he has passed the Matriculation or an equivalent or higher examination with Hindi as one of the subjects; or

- (b) he has passed the Pragya examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by that Government in respect of any particular category of posts, any lower examination under that Scheme; or
  - (c) he has passed any other examination specified in that behalf by the Central Government; or
  - (d) he declares himself to have acquired such knowledge .
- 
- (iv) Originating Correspondence to the Central Government Offices, States or Union Territories and individuals in Region 'A' and 'B' shall be in Hindi.
  - (v) Noting on files be made more and more in Hindi.
  - (vi) All communications received in Hindi irrespective of their source shall be replied to in Hindi.
  - (vii) All applications, appeals or representations made or signed in Hindi shall essentially be replied in Hindi.
  - (viii) All papers, documents, general orders, resolutions, rules, notifications, agreements, administrative and other reports or press communiques etc. falling under section 3(3) of the Official Language Act, 1963 shall essentially be issued simultaneously in bilingual form ( Hindi & English).
  - (ix) Addresses on the envelopes of letters meant for despatch to Region 'A' & 'B' shall be written only in Devnagari script.
  - (x) Rubber stamps, Name plates, Notice Boards, Sign boards, letter-heads, forms headings of Registers etc. shall be got prepared only in bilingual form, i.e. both in Hindi & English.
  - (xi) Entries in Service Books/Registers maintained in offices located in Region A' & 'B' shall be made in Hindi only.
  - (xii) All advertisements/tenders etc. shall be issued in Hindi & English simultaneously for publication in the Newspapers of the respective languages.
  - (xiii) In all in-service Departmental and Promotional Examinations, option shall be provided to answer question papers through Hindi medium also except compulsory question papers of English. Such question papers shall be made available both in English and Hindi. The candidates shall be informed clearly about the availability of

Hindi medium for written examination and interview well in advance.

- (xiv) The names of the Central Government offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette.
- (xv) All manuals, codes and other procedural literature relating to the Central Government offices shall be printed or cyclostyled, as the case may be, and published both in Hindi and English in diglot form.

### 51.3 **Overall Responsibility**

It shall be the responsibility of the administrative head of each Central Government office to ensure that the provisions of the Act and rules made thereunder and the directions issued are properly complied with. Further, it is the responsibility of the officer signing the letter, circular or document to ensure that the letters, circulars etc. which are required to be issued in Hindi or in bilingual, i.e. in Hindi & English are both prepared simultaneously and then issued accordingly.

### 51.4 **Incentive Schemes**

There are several incentive schemes for doing official work in Hindi such as scheme for doing original noting/drafting in Hindi, scheme for doing original official work in Hindi in specialized spheres, scheme of giving dictation in Hindi, scheme for writing original books in Hindi etc.

### 51.5 **Annual Programme**

Department of Official Language issues an Annual Programme for progressive use of Hindi which can be downloaded from their website [dol.nic.in].

Filename: Chapter\_51.doc  
Directory: C:\Office\_BLJ\ManualAdmin  
Template: C:\Documents and Settings\raul\Application  
Data\Microsoft\Templates\Normal.dot  
Title: Chapter 51  
Subject:  
Author: raul  
Keywords:  
Comments:  
Creation Date: 9/5/2006 1:19:00 PM  
Change Number: 4  
Last Saved On: 9/5/2006 1:20:00 PM  
Last Saved By: raul  
Total Editing Time: 1 Minute  
Last Printed On: 9/5/2006 3:57:00 PM  
As of Last Complete Printing  
Number of Pages:3  
Number of Words:777 (approx.)  
Number of Characters: 4,429 (approx.)