EXTRACT FROM SECTION 3(3) OF OFFICIAL LANGUAGES ACT, 1963

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

(i) resolutions, general orders, rules, notifications, administrative or other reports or press communiqués issued or made by the Central Government or by a Ministry, Department or office thereof or by a Corporation or Company owned or controlled by the Central Government or by any office of such Corporation or Company;

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

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

As per Section 3(3) of the Official Languages Act, 1963 the following are covered in general orders:-

(1) all orders, decisions or instructions intended for departmental use and which are of standing nature;

(2) all such orders, instructions, letters, Memoranda, Notices, etc. related to or intended for group or groups of Government employees;

(3) all circulars whether intended for departmental use or for Government employees.

OFFICIAL LANGUAGE (FOR OFFICIAL USE OF THE UNION) RULES, 1976

**Rule 2** (1) “Region A” means the States of Bihar, Jharkhand, Haryana, Himachal Pradesh, Chattisgarh, Madhya Pradesh, Rajasthan, Uttar Pradesh, Uttarakhand and Andaman and Nicobar Islands and the Union Territory of Delhi;

(2) “Region B” means the States of Gujarat, Maharashtra and Punjab and the Union Territories of Chandigarh;
(3) “Region C” means the States and the Union Territories other than those referred to in clauses (f) and (g).

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

**Rule 8**  
Noting in Central Government offices

(1) An employee may record a note or minute on a file in Hindi or in English without being himself required to furnish a translation thereof in other language.

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

**Rule 10**

1. **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.

2. **Working knowledge of Hindi** - An employee shall be deemed to have acquired working knowledge of Hindi if he has passed:-

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

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

(iv) if he declares himself to have acquired such working knowledge.

**Rule 10(2)** The staff of a Central Government Office shall ordinarily be deemed to have acquired a working knowledge of Hindi if eighty percent of the staff working therein have acquired such knowledge.

**Rule 10(4)** The names of the Central Government Offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette.

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

**Rule 11** Manuals, codes, other procedural literature, articles of stationery etc. –

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

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

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

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

**Rule 12** Responsibility for compliance-
(1) It shall be the responsibility of the administrative head of each Central Government office:

(i) to ensure that the provisions of the Act and these rules are properly complied with; and

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

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

Extracts from O.M. No. 14034/15/87-O.L. (A-I) dt. 26 Feb' 1988 of Ministry of Home Affairs, Department of Official Language regarding reply in Hindi of the letters received in English.

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

Extracts from O.M.No. 12024/2/92-O.L.(B-2) dated 06-04-1992 of Ministry of Home Affairs, Department of Official Language regarding establishment of check points.

(I) Writing of addresses on envelopes in Hindi

The Despatch section should be made a check-point and it should ensure that the addresses on the envelopes, meant for dispatch to regions “A” and “B” are written in Hindi.

(II) Entries to be recorded in the Service-Books

It should be the responsibility of the Officer-in-Charge of the section where the service books are maintained that the entries in the service books of the officers/staff working in the regions “A” and “B” should be recorded in Hindi. In region “C” such entries should be made in Hindi as far as possible. This fact should be examined at the time of making entry in the Service Books/signing the Service-Books.
(III) General responsibility

It is the responsibility of the officer signing the letter or the document to see that the letters, circulars etc. required to be issued in Hindi or both in Hindi and English.
राजभाषा अधिनियम, 1963 की धारा 3(3) से उद्धरण

उपधारा (1) में अन्तर्विष्ट किसी बात के होते हुए भी हिन्दी और अंग्रेजी भाषा दोनों ही-

(i) संकल्पों, साधारण आदेशों, नियमों, अधिसूचनाओं, प्रशासनिक या अन्य प्रतिवेदनों या प्रेस विज्ञापियों के लिए जो केंद्रीय सरकार द्वारा या उसके किसी मंत्रालय, विभाग या कार्यालय द्वारा या केंद्रीय सरकार के स्वामित्व में/के या नियंत्रण में/के किसी नियम या कम्पनी द्वारा या ऐसे निगम या कंपनी के किसी कार्यालय द्वारा निकाले जाते हैं या किए जाते हैं;

(ii) संसद के किसी सदन या सदनों के समक्ष रखे गए प्रशासनिक तथा अन्य प्रतिवेदनों और राजकीय कागज-पत्रों के लिए;

(iii) केंद्रीय सरकार या उसके किसी मंत्रालय, विभाग या कार्यालय द्वारा या उसकी ओर से या केंद्रीय सरकार के स्वामित्व में/के या नियंत्रण में/के किसी निगम या कम्पनी द्वारा या ऐसे निगम या कंपनी के किसी कार्यालय द्वारा निपटाई जा रहे संविदाओं और करारों के लिए तथा निकाली गई अनुज्ञापनों, अनुज्ञापत्रों, सूचनाओं और निविदा-प्रारूपों, के लिए प्रयोग में लाई जाएगी।

राजभाषा अधिनियम, 1963 की धारा 3(3) के अनुसार सामान्य आदेश में निम्नलिखित सम्मिलित हैं-

(1) ऐसे सभी आदेश, निर्णय या अनुदेश जो विभागीय प्रयोग के लिए हों और जो स्थायी प्रकार के हों;

(2) ऐसे सभी आदेश, अनुदेश, पत्र, जापन, नोटिस आदि जो सरकारी कर्मचारियों के समूह
1. **EXTRACT FROM SECTION 3(3) OF OFFICIAL LANGUAGES ACT, 1963**

   (i) resolutions, general orders, rules, notifications, administrative or other reports or press communiqués issued or made by the Central Government or by a Ministry, Department or office thereof or by a Corporation or Company owned or controlled by the Central Government or by any office of such Corporation or Company;

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

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

   **As per Section 3(3) of the Official Languages Act, 1963 the following are covered in general orders:-**

   (1) all orders, decisions or instructions intended for departmental use and which are of standing nature;

   (2) all such orders, instructions, letters, Memoranda, Notices, etc. related to or intended for group or groups of Government employees;

   (3) all circulars whether intended for departmental use or for Government employees.

2. **राजभाषा (संघ के शासकीय प्रयोजनों के लिए प्रयोग) नियम, 1976**

   **नियम 2** (च) "क" क्षेत्र से बिहार, झारखंड, हरियाणा, हिमाचल प्रदेश, मध्य प्रदेश, छत्तीसगढ़, राजस्थान और उत्तर प्रदेश राज्य, उत्तराखंड और अंडमान और निकोबार द्वीप समूह तथा दिल्ली के संघ राज्य क्षेत्र अभिमित्त हैं;

   (छ) "ख" क्षेत्र से गुजरात, महाराष्ट्र और पंजाब राज्य और चंडीगढ़, दमोह एवं दीय तथा दादरा और नगर हवेली संघ राज्य क्षेत्र अभिमित्त हैं;

   ज) "ग" क्षेत्र से खण्ड (च) और (छ) में निर्दिष्ट राज्यों और संघ राज्य क्षेत्रों से मिलन राज्य तथा संघ राज्य क्षेत्र अभिमित्त हैं।

   **नियम 8** केंद्रीय सरकार के कार्यालयों में टिप्पणियों का लिखा जाना

   (1) कोई कर्मचारी किसी फाइल पर टिप्पण या कार्यशृंखल इन्डीया या अंग्रेजी में लिख
सकता है और उससे यह अपेक्षा नहीं की जाएगी कि वह उसका अनुवाद दूसरी भाषा में प्रस्तुत करे।

(4) उपर्युक्त (1) में किसी बात के होते हुए भी केन्द्रीय सरकार, आदेश द्वारा ऐसे अधिसूचित कार्यालयों को विनिर्दिष्ट कर सकती है जहां ऐसे कर्मचारियों द्वारा जिन्हें हिंदी में प्रदीप्त प्राप्त हैं, टिप्पण, प्रारूपण और ऐसे अन्य शासकीय प्रयोजनों के लिए, जो आदेश में विनिर्दिष्ट किए जाएं, केवल हिंदी का प्रयोग किया जाएगा।

नियम 10 (2) यदि केन्द्रीय सरकार के किसी कार्यालय में कार्य करने वाले कर्मचारियों/अधिकारियों से अस्सी प्रतिशत ने हिंदी का कार्यसाधक जान प्राप्त कर लिया है तो उस कार्यालय के कर्मचारियों के बारे में सामान्यतया यह समझा जाएगा कि उन्होंने हिंदी का कार्यसाधक जान प्राप्त कर लिया है।

नियम 10 (4) केन्द्रीय सरकार के जिन कार्यालयों के अस्सी प्रतिशत कर्मचारियों/अधिकारियों ने हिंदी का कार्यसाधक जान प्राप्त कर लिया है, उन कार्यालयों के नाम राजपत्र में अधिसूचित किए जाएंगे।

परन्तु, यदि केन्द्रीय सरकार की राय है कि किसी अधिसूचित कार्यालय में काम करने वाले और हिंदी का कार्यसाधक जान रखने वाले कर्मचारियों का प्रतिशत किसी तारीख से उप-नियम (2) में विनिर्दिष्ट प्रतिशत से कम हो गया है, तो वह राजपत्र में अधिसूचना द्वारा घोषित कर सकती है कि उस कार्यालय उस तारीख से अधिसूचित कार्यालय नहीं रहा जाएगा।

2 Official Language (for Official use of the Union) Rules, 1976

Rule 2 (f) “Region A” means the States of Bihar, Jharkhand, Haryana, Himachal Pradesh, Chattisgarh, Madhya Pradesh, Rajasthan, Uttar Pradesh, Uttaranchal and Andaman and Nicobar Islands and the Union Territory of Delhi;

(g) “Region B” means the States of Gujarat, Maharashtra and Punjab and the Union Territories of Chandigarh, Daman & Diu and Dadra & Nagar Haveli;

(h) “Region C” means the States and the Union Territories other than those referred to in clauses (f) and (g).

Rule 8 Noting in Central Government offices

(1) An employee may record a note or minute on a file in Hindi or in English without being himself required to furnish a translation thereof in other language.
(4) Notwithstanding anything contained in sub-rule (i) the Central Government may order, specify the notified offices where Hindi alone shall be used for noting, drafting and for such other official purpose as may be specified in the order by employees who possess proficiency in Hindi.

**Rule 10(2)**

The staff of a Central Government Office shall ordinarily be deemed to have acquired a working knowledge of Hindi if eighty percent of the staff working therein have acquired such knowledge.

**Rule 10(4)**

The names of the Central Government Offices, the staff whereof have acquired a working knowledge of Hindi, shall be notified in the Official Gazette.

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

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1. **हिन्दी में प्रवीणता -** किसी कर्मचारी के बारे में यह समझा जाएगा कि उसे हिन्दी में प्रवीणता प्राप्त है यदि उसने-

   (क) मैट्रिक परीक्षा या उसके समकक्ष या उससे उच्चतर कोई परीक्षा हिन्दी को माध्यम के रूप में अपनाकर उत्तीर्ण की है; अथवा

   (ख) स्नातक परीक्षा में अथवा स्नातक परीक्षा के समकक्ष या उससे उच्चतर किसी अन्य परीक्षा में हिन्दी को उसने एक वैकल्पिक विषय के रूप में लिया था; अथवा

   (ग) यह यह घोषणा करता है कि उसे हिन्दी में प्रवीणता प्राप्त है।

2. **हिन्दी का कार्यसाधक ज्ञान -** किसी कर्मचारी के बारे में यह समझा जाएगा कि उसने हिन्दी का कार्यसाधक ज्ञान प्राप्त कर लिया है, यदि उसने-

   (ि) मैट्रिक परीक्षा या उसके समकक्ष या उससे उच्चतर परीक्षा हिन्दी विषय के साथ उत्तीर्ण की है; अथवा
(ii) केन्द्रीय सरकार की हिंदी शिक्षण योजना के अन्तर्गत आयोजित प्रारंभिक परीक्षा या उस सरकार द्वारा किसी विशिष्ट वर्ग के पदों के संबंध में निर्धारित कोई निम्नस्तर परीक्षा उत्तीर्ण की है; अथवा

(iii) केन्द्रीय सरकार द्वारा इस निमित निर्धारित कोई अन्य परीक्षा उत्तीर्ण कर ली है; या

(iv) यदि वह यह घोषणा करता है कि उसने ऐसा जान प्राप्त कर लिया है।

3. **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.

2. **Working knowledge of Hindi** - An employee shall be deemed to have acquired working knowledge of Hindi if he has passed:-

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

   (ii) 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

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

   (iv) if he declares himself to have acquired such working knowledge.
**Rule 11** Manuals, codes, other procedural literature, articles of stationery etc. –

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

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

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

Provided, the Central Government may, if it is considered necessary to do so by general or special order exempt any Central Government office from all or any of the provisions of this Rule.
Rule 12  Responsibility for compliance-

(1) It shall be the responsibility of the administrative head of each Central Government office:-

(i) to ensure that the provisions of the Act and these rules are properly complied with; and

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

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

Rule 5  Replies to communications in received in Hindi-  Notwithstanding anything contained in rules 3 and 4 communications from Central Government Office in reply to communications in Hindi shall be in Hindi.
| 7 | (1) Extracts from O.M. No. 12021/5/95-O.L. (Imp.II) dated 24.11.95 of Ministry of Home Affairs, Department of Official Language regarding printing of manuals, forms, codes, etc. bilingually (in diglot form).

1. All forms, manuals, codes, etc. should be printed bilingually both in Hindi and English (in diglot form). Hindi headings should come first followed by English headings on the forms. The type used for Hindi letters should not be smaller in size than that used for English letters.

2. All Ministries/Departments may issue necessary instructions to the presses and other offices under their control that they should not accept any material for printing in English only.

3. Instructions have been issued by the Ministry of Urban Development to the Publication Directorate that codes/manuals etc. should be accepted for printing only when they are in bilingual form. |

| 8 | राजभाषा विभाग, गृह मंत्रालय के दिनांक 26 फरवरी, 1988 के का. जा. सं0 14034/15/87-र.भा.( क.1) से उद्धरण - अंग्रेजी में प्राप्त पत्रों का उत्तर हिंदी में देना | ।

1. राजभाषा नियम, 1976 के नियम 3 के उपर्युक्त अंतर्गत अधीन केंद्रीय सरकार के "क" और "ख" क्षेत्रों में स्थित सभी मंत्रालयों/विभागों/कार्यालयों/उपक्रमों/कंपनियों आदि द्वारा "क" क्षेत्र में स्थित राज्यों या संघ क्षेत्रों या उनके अधीन कार्यालयों के साथ पत्र-व्यवहार हिंदी में किया जाना आवश्यक है।

2. राजभाषा नियम, 1976 में की गई उपर्युक्त कार्यवाही का अनुपालन सही ढंग से तभी हो सकता है जबकि क्षेत्र की राज्य सरकारों और संघ राज्य क्षेत्र के प्रशासनों से मूल पत्राचार हिंदी में किया जाए और उनसे कोई पत्र अंग्रेजी में भी आए तो उसका उत्तर हिंदी में दिया जाए। |

| 8 | Extracts from O.M. No. 14034/15/87-O.L. (A-I) dt. 26 Feb' 1988 of Ministry of Home Affairs, Department of Official Language regarding reply in Hindi of the letters received in English.

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

2. The aforesaid provisions made under the Official Language 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. |

1. The Committee of Parliament on Official Language in the fourth part of its report has recommended that the letters received in Hindi should, invariably be replied to in Hindi and the bindings laid down in the Official Language Rules relating to original correspondence should be fully complied with and the quantum of correspondence in Hindi with the Central Govt. Offices located in Region "C" should also be increased. The Committee has also recommended that the telegrams issued by the Central Govt. Offices to the Offices located in Regions 'A' & 'B' should be in Devanagari Script and a beginning be made to send telegrams in Hindi in Region 'C' as well.
1. The Committee of Parliament on Official Language in the fourth part of its report has recommended that (1) the headings of the registers available in all the Govt. Offices and of the service books of all categories of Officers and employees should be bilingual and the entries therein should be made in Hindi; (2) the addresses on the envelopes to be sent to regions ‘A’ & ‘B’ should, invariably, be written in Hindi.

2. In the perspective of the recommendations of the Committee of Parliament on Official Language, all the Ministries/Departments are requested to ensure that (i) the entries in the registers/service books to be maintained in the Central Government Offices located in Regions “A” & “B” be made in Hindi and such entries in the offices located in region “C” as far as possible be made in Hindi. (ii) addresses on the envelopes to be sent to regions “A” & “B”, invariably, be written in Hindi.

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<th>राजभाषा विभाग, गृह मंत्रालय के दिनांक 6 अप्रैल, 1992 के का.जा. सं. 12024/2/92-रा.भा. (ख-2) से उद्धरण - जांच बिन्दु स्थापित करना।</th>
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| 1. संसदीय राजभाषा समिति ने अपने चतुर्थ खण्ड में यह सिफारिश की है कि केन्द्रीय सरकार के सभी मंत्रालयों/विभागों एवं उनके समवेद/अधीनस्थ कार्यालयों/उपक्रमों/ नियमों आदि में राजभाषा नियम, 1976 के नियम 12 के अनुसार प्रत्येक कार्यालय के प्रशासनिक विधान राजभाषा अधिनियम, 1963 और उसके अधीन बनाए गए नियमों के अनुसार के समूहित अनुपालन के लिए जांच बिन्दु बनाने के संदर्भ में अपनी जिम्मेदारी का निवारणांक पालन करें और जांच बिन्दुओं को प्रभावशाली ढंग से स्थापित करें। |

| 2. मंत्रालयों/विभागों से संसदीय राजभाषा समिति की उक्त सिफारिश के परिप्रेक्ष्य में अनुरोध है कि वे राजभाषा नियमों की अनुपालना सुनिश्चित करने एवं हिंदी के प्रगाम प्रयोग का बढ़ाने हेतु निम्नलिखित जांच बिन्दु स्थापित करें:- |

| (क) सिफारिश पर हिंदी में पते लिखना |
| प्रेषण अनुभाग को जांच बिन्दु बनाए जाए और यह सुनिश्चित किया जाए कि क तथा ख क्षेत्रों को जाने वाले पत्रों के सिफारिश पर पते देवनागरी लिपि में ही लिखे जाएं। |

| (ख) सेवा पंजी में प्रविष्टियाँ |
| जिस अनुभाग में कर्मचारियों की सेवा पुस्तिकाओं में प्रविष्टियाँ करने का काम होता है उसके प्रभारी अधिकारी की यह जिम्मेदारी होनी चाहिए कि "क" तथा "ख" क्षेत्रों में काम करने वाले अधिकारियों कर्मचारियों की सेवा पुस्तिकाओं में के गई प्रविष्टियां हिंदी में की जाएं। इस प्रकार की प्रविष्टियां "ज" क्षेत्र में यथासम्भव हिंदी में की जाएं। इस बात की पड़ताल सेवा पुस्तिका में प्रविष्टियां
Extracts from O.M.No. 12024/2/92-O.L.(B-2) dated 06-04-1992 of Ministry of Home Affairs, Department of Official Language regarding establishment of check points.

1. Committee of Parliament on Official Language in Fourth Part of its report has recommended that according to Rule 12 of Official Language Rules, 1976, the Administrative heads of all Ministries/Departments and their attached/subordinate offices/undertakings/corporations etc. may discharge their responsibility effectively regarding devising of the check-points for ensuring appropriate compliance of the Official Languages Act, 1963 and the provisions made thereunder and thus, may establish various check-points in an effective manner.

2. In the perspective of the above mentioned recommendation of the Committee of Parliament on Official Language, all the Ministries/Departments are requested that they may establish the following check-points for the progressive use of Hindi and to ensure compliance of Official Language Rules:-

(A) **Writing of addresses on envelopes in Hindi**

The Despatch section should be made a check-point and it should ensure that the addresses on the envelopes, meant for dispatch to regions “A” and “B” are written in Hindi.

(B) **Entries to be recorded in the Service-Books**

It should be the responsibility of the Officer-in-Charge of the section where the service books are maintained that the entries in the service books of the officers/staff working in the regions “A” and “B” should be recorded in Hindi. In region “C” such entries should be made in Hindi as far as possible. This fact should be examined at the time of making entry in the Service Books/Signing the Service-Books.
12 राजभाषा विभाग, गृह मंत्रालय के दिनांक 20 अप्रैल, 1992 के का. जा. सं. 14025/2/91-रा.भा.(घ) से
उद्देश्य - हिंदी कार्यशालायें आयोजित करना।

1. उपर्युक्त किस्मत पर संसदीय राजभाषा समिति ने अपने प्रतिवेदन (खण्ड-4) में उस सिफारिश की है कि उनके प्रतिवेदन के तीसरे खण्ड में इस संदर्भ में की गई सिफारिशों के अनुसार अगले पांच वर्षों के दौरान अधिकारियों/कर्मचारियों को हिंदी में काम करने की जिम्मेदारी दूर करने के लिए नियमित रूप से हिंदी कार्यशालाओं का आयोजन किया जाये और ऐसी कार्यशालाओं में हिंदी जानने वाले प्रत्येक कर्मचारी को वर्ष में कम से कम एक बार इनमें भाग लेकर हिंदी में मूल रूप में काम करने के अभ्यास का अवसर मिले।

2. सभी मंत्रालयों/विभागों से अनुरोध है कि संसदीय राजभाषा समिति के प्रतिवेदन (खण्ड-4) में इस संदर्भ में की गई सिफारिश के अनुसार में राजभाषा विभाग के कार्यालय जापन दिनांक 31.12.1991 में दिए गए निर्देशों का अनुपालन सुनिश्चित करें। कृपया इसकी जानकारी अपने सभी संबंध/अधीनस्थ कार्यालयों/लियेट्राणपील निगमों/लिकार्नों को भी दी जाए तथा इससे संबंधित प्रगति राजभाषा विभाग को भी दी जाये।

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12 Extracts from O.M. No. 14025/2/91-O.L.(D) dated 20th April, 1992 of Ministry of Home Affairs, Department of Official Language regarding organizing Hindi Workshops.

1. On the subject mentioned above, the Committee of Parliament on Official Language in its Report (Part-IV) has recommended that Hindi workshop should be organized regularly during the next 5 year in the context of recommendations made in Part-III of their report so that the officers/employees could overcome their hesitation of doing work in Hindi and every Hindi knowing employee could participate in these workshops at least once in a year and could get an opportunity for the practice of doing work originally in Hindi.

2. All the Ministries/Departments are requested to ensure the implementation of the directions given in the Department of Official Language Office Memorandum dated 31.12.1991 with reference to the recommendations of the Committee of Parliament of Official Language made in its report (Part-IV). This information may also be given to all the attached/subordinate offices/Corporations/Bodies under your control and the Department of Official Language may be informed about the progress made in this regard.