

Presidential Order on the recommendations made by the Committee of Parliament on Official Language in the First Part of its Report

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language) Resolution No. 1/20012/1/87-OL(A-I) dated 30th December, 1988

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)(iii) 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 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 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 Communications and the Comptroller and Auditor General of India should complete the translation of their remaining codes and manuals and the Central Translation Bureau the translations 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 1994-1995.

(3) Translation of law books and judgements

(i) The Committee has recommended that the work of translating law books and judgements 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 judgements which are no longer relevant may be left out, only summaries may be prepared in case of those judgements where these will serve the purpose and the remaining judgements should be got translated. The Official Language Wing of the 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 arrangement for the translation of Parliamentary Legislations into Regional Languages should be made in the Official 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 arrangement, 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 test 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 tests of the State Acts as required by Section 6 of the Official Languages Act, 1963:

The responsibility for preparing authorised Hindi test of State Act 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 recommendations 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. 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 arrangement 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 direction 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.

The 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 for their statutory material. For their guidance the Official Language Wing, 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 posts 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 instruction 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 of 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 attached to the higher posts in the Official Language Services.

The 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.

The recommendation has been accepted with this modification that cadres may be formed where it is feasible. Where it is not feasible, other arrangements 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 undertaking and institutions etc. of Ministries/Departments wherever they are required to be used.

(iv) Appointing of Coordinating Officers

In the Ministries/Departments, a senior officer should be appointed as a Coordinating Officer with the responsibility 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 training and 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 arrangement in this respect.

(16) Arrangement 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/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 development should be added therein to make 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) Emphasizing 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 the 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 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 invariable 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 field 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 arranged 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 order, the compliance of which should be ensured by all Ministries/Departments etc. The Department of Official Language may also issue directions in regard to (vi) above.

Department of Education of the Ministry of Human Resources Development may take necessary action as envisaged in the recommendations for the propagation of standard terminology evolved by the Department for its 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 of 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 upto 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 organisations 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 finest 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 Language Rules

(29) Rule 12 of the Official Language 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 Language Rules. A large majority of the heads of Departments 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, complaints, 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 State. 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.

Sd/.

(S. DAYAL)

Joint Secretary to the Government of India

Presidential Order on the recommendations made by the Committee of Parliament on Official Language in the Second Part of its Report

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language) Resolution No. 12015/34/87—OL(TC), dated 29th March, 1990

The Committee of Parliament on Official Language was constituted under Section 4(1) of Official Languages Act, 1963. The Committee submitted its Second Report to the President in July, 1987 making recommendations about the mechanical facilities in Devanagari in Government Offices. In accordance with Section 4(3) of the Official Languages Act, 1963 it was laid on the table of the Lok Sabha on 29th March, 1988 and the Rajya Sabha on 30th March, 1988. Its copies were sent to the Governments of States and Union Territories. Since the recommendations are related to the work being done in various Ministries/Departments, they were also consulted in this regard. After taking into consideration the views of the Governments of States and Union Territories, it has been decided to accept most of the recommendations of the Committee either in full or with some modifications. Therefore, in accordance with Section 4(4) of the Official Languages Act, 1963 the undersigned is directed to convey the orders of the President, regarding the recommendations contained in the Report of the Committee, as follows :—

- (1) The Committee has recommended that
 - (a) by 1990, the percentage of Devanagari typewriters should be at least 90% in offices located in region "A", 66 $\frac{2}{3}$ % in offices located in region "B" and 25% in offices located in region "C". This is applicable to pin-point, bulletin, portable and electric typewriters also besides ordinary typewriters.
 - (b) It should also be ensured that every office has at least one Devanagari typewriter and purchase of additional typewriters should be made according to the percentages proposed above.

The recommendation of the Committee has been accepted with the modification that the Department of Official Language may issue orders for attaining the targets proposed by the Committee by the end of 1994-95. In the light of the recommendations of the Committee, the previous instructions of the Department of Official Language that, every office should have at least one Devanagari typewriter, may be reiterated in these orders and it should be ensured that the targets prescribed by the Committee are achieved by the end of 1994-95 by increasing the existing number of Devanagari typewriters every year by about 20%. The arrangements for training in Hindi stenography and Hindi typing may also be made accordingly. These targets should also be reflected every year in the annual programme for the implementation of the Official Language policy.

- (2) Regarding the typewriters the Committee has recommended that
 - (a) The research and development of the electronic typewriters would be encouraged so that only Devanagari electronic typewriters can be manufactured in the country as early as possible and when these are available, the demands of the offices located in region 'A' and 'B' for these typewriters can be met as early as possible. The Government should give special concession in the excise duty to promote the manufacture and use of these typewriters.

The recommendation has been accepted. The Department of Electronics and Ministry of Industry may take necessary action for its implementation.

- (b) It should be ensured that till such time as only Devanagari electronic typewriters are manufactured, all the offices should purchase only such electronic typewriters as have the facility of typing in Devanagari also along with English.

Orders have already been issued by the Department of Official Language on 15th June, 1987 to the effect that only bilingual (Hindi-English) electronic typewriters should be purchased in all the Central Government Offices. In view of the recommendation of the Committee the Department of Official Language while reiterating these orders may request all the Ministries/Departments to ensure that till such time as only Devanagari electronic typewriters are manufactured all the offices should purchase only such electronic typewriters as have the facility of typing in Devanagari along with English.

- (3) Regarding training in Hindi stenography and typewriting the Committee has recommended :
 - (a) it should be ensured that the services of all the employees trained in Hindi stenography and Hindi typing are full utilised.

The Department of Official Language may issue orders that all the Departments etc. should make optimum use of the services of employees trained in Hindi typing and Hindi stenography in Hindi work and wherever sufficient number of Devanagari typewriters are not available for these persons, additional Devanagari typewriters should be purchased immediately and if there are any other reasons due to which the services of trained employees are not being utilised for Hindi work, these reasons should be immediately removed.

- (b) All the employees, who have not been trained in Hindi typing or Hindi stenography, should be given this training by the end of 1990 according to a time bound programme so that they can do the work of Hindi typing or Hindi stenography as required.

This part of the recommendation has been accepted with the modification that all the employees yet to be trained in Hindi typing and Hindi stenography should be trained by the end of 1994-95 under a time bound programme. For this purpose, it would be necessary to raise the targets for Hindi stenographers and Hindi typists in Annual Programme drawn up by the Department of Official Language by about 20% every year.

- (4) The Committee has recommended that the existing arrangements for training in Hindi typing and Hindi stenography should be further strengthened. At present facilities for this type of training are very limited. These facilities are practically non-existent in non-Hindi speaking areas. Training Centres of the Hindi Teaching Scheme should be opened wherever this training is not available in private institutions. If it is not possible to open large number of such training centres then the employees concerned should be sent for some time to selected training centres for intensive training in this field.

The recommendation of the Committee has been accepted and the Central Hindi Training Institute may take the following steps in this regard immediately :

- (a) A survey of the untrained manpower in various field and the existing facilities in the light thereof.
- (b) Opening of full-time and part-time training centres under the programme for expansion in training during the 8th Five year Plan.
- (c) To get the Government employees trained in the training centres run by the State Government or private institutions, wherever possible.
- (d) Full-time training and arrangement of crash-courses for intensive training in selected centres.

In addition to this, the Department of Official Language may inform all the Ministries/Department that at all places where the number of employees is not sufficient for opening full-time or even part-time training centres and where training facilities by voluntary organisations are also not available, approval to the employees being trained in Hindi stenography and Hindi typing in private institutions, like private commercial institutes and for reimbursement of the expenses incurred by the employees on this training should be given by the office concerned. At the same time, all the offices may be informed that every office should have at least one typist trained in Hindi typing. Wherever it is feasible and it is necessary to do so the trained typist should be used for training other untrained employees in Hindi typing and for doing this additional work, he should also be given some honorarium by the Head of Office as per rules.

- (5) The Committee has recommended that
 - (a) The syllabus for Hindi typing and Hindi stenography should be reviewed from time to time and keeping in view the latest technical developments qualitative improvements should be made therein so that these typists are able to work on electric and electronic typewriters also without any difficulty.

This recommendation has been accepted. For implementation of this recommendation, the Central Hindi Training Institute may run specialised training programmes at some selected centres in which training in use of electronic typewriters should be imparted. Initially, this training should be given to the typists of only those offices where at least one electronic typewriter is available or it has been decided to purchase an electronic typewriter. In addition wherever bilingual electronic typewriters have been installed, training for work on electronic typewriters can also be imparted by the concerned firms. The offices which have purchased bilingual electronic typewriters should request the companies in this regard.

- (b) Similarly refresher courses should be arranged from time to time for telex and teleprinter operators also.

This recommendation has been accepted. For its implementation the Department of Telecommunication and the Central Hindi Training Institute may run special training programmes and for this purpose a time bound scheme should be expeditiously prepared and implemented.

(5) Regarding the Addressograph Machines, the Committee has recommended that

- (a) In the offices located in region "A" and "B" Devanagari embossing machines should be installed with the Bradma Addressograph.

The recommendation has been accepted, The Department of Official Language may issue orders for its implementation. There are many big offices in region "C" which have considerable correspondence with offices located in region "A" and "B" Therefore, the provision of bilingual addressograph should be made in these offices also. Accordingly the "C" region should also be included in the ambit of these orders.

- (b) Arrangements should be made for training the employees' working on these machines in both Hindi and English.

The employees working on addressograph should have knowledge of Hindi. The companies providing the addressograph machines should be asked to give the necessary training to such employees for working on addressograph in Hindi.

(7) Regarding Teleprinter/telexes, the Committee has recommended that :

- (a) In all the offices in region 'A' and 'B' where only Roman teleprinters have been installed, Devanagari teleprinters should also be installed by June, 1988.

This recommendation has been accepted with the modification that since bilingual teleprinter/telex machines have since been developed and are also being manufactured on commercial basis, it would be appropriate that the Roman teleprinters are replaced by bilingual telex machines.

- (b) At the same time, development of Devanagari and Roman bilingual electronic teleprinters and telex should be expedited. It should be ensured that there is no delay in its development and after its successful testing, bilingual electronic teleprinters should be installed in place of the existing Roman electronic teleprinters. This work should be completed by the end of 1988.

This recommendation has also been accepted with modifications. The development of a bilingual telex machine has also been completed and the time limit for replacing the existing Roman electronic teleprinter with bilingual electronic telex machines by the end of year 1988 has also expired. Therefore, the Department of Telecommunications may raise the production capacity of English-Devanagari, bilingual telex machines and also ensure that in the next three years i.e. by 30-9-1993, all the teleprinters/telexes in Government offices are bilingual. The Department of Telecommunications may draw a time bound plan for this so that while on one hand the bilingual telex machines should be available in offices at the earliest on the other hand these are mainly used in Devanagari only.

- (c) Teleprinter operators should compulsorily be given training in working in Hindi.

The recommendation for training the teleprinter operators in Hindi has been accepted. The Department of Telecommunications may arrange Hindi training of the telex operators also. For this also it should draw up and implement a time bound plan. In addition arrangements for training the telex operators at the Central Hindi Training Institute may also be made.

- (8) The Committee has recommended that the Government should act strictly in the matter of purchase of computer systems and word processors etc. capable of working in Devanagari and no relaxation should be given in this matter. This should be monitored in the Department of Official Language at the highest levels. Quarterly reports should be obtained from all the Ministries regarding the computer system installed by them.

For the implementation of this recommendation, the orders issued by the Department of Official Language on this subject on 31-8-1987 may be reiterated and all the offices requested to act strictly in this regard. Although information about computer systems etc. is already incorporated in the Quarterly Progress Report regarding progressive implementation of the official language policy yet the Department of Official Language may conduct a survey in this regard in accordance with the recommendation of the Committee and further action may be taken on the basis of this survey.

- (9) The Committee has recommended that the Department of Electronics should set up an organisation which can make recommendations to the Government regarding development and manufacture of various electronic and mechanical facilities keeping in view the use of Hindi in them. This organisation can also find out as to what can be done for expediting the development and manufacture of such equipment in public and private sectors.

The recommendation of the Committee has been accepted. The Department of Electronics may set up a cell in the Computer Development Division which should make recommendations to the Government regarding development and manufacture of various electronic and mechanical facilities keeping in view the use of Hindi in them and also find out as to what can be done for expediting the development and manufacture of such equipment in public and private sectors. The Department of Electronics may also set up a Working Group which should include the representatives of the Department of Official Language and the National Informatics Centre. The Working Group may consider these two issues and submit its report within one year. The special cell of the Computer Development Division of the Department of Electronics may take effective steps on this report in close coordination with the Department of Official Language.

- (10) The Committee has recommended that the development and manufacture of hardware and software for computer systems in Devanagari should be undertaken on priority basis and a software should be developed through which it should be possible to do processing in Devanagari only.

This recommendation of the Committee has been accepted. The Department of Electronics may ensure that the development and manufacture of hardware and software for computer system in Devanagari, is undertaken on priority basis so that data processing in Devanagari only is also possible. The plan for Technology Development Mission for Indian Languages proposed by the Department of Electronics may be implemented expeditiously and the work completed within a fixed time-frame.

- (11) The Committee has recommended ensuring that facilities are provided for imparting training in CLASS programme through the medium of Hindi. Towards this end, development of software for teaching Hindi and other subjects through Hindi medium using computers should also be done on a priority basis. The promotional and reference material about this programme should be made available in Hindi. Hindi software should be used on all the computers installed in this programme.

The recommendation of the Committee has been accepted. The Department of Education of the Ministry of Human Resource Development may work according to a time-bound programme for implementing the recommendation.

- (12) Hindi is a phonetic language. This is also a special feature of other Indian Languages. The Committee has, therefore, recommended that a technology should be developed through which it should be possible to enter text in computers through speech only, i.e., it should not be necessary to type on Roman or Devanagari keyboard for "input" on computers and it should be possible to enter data through oral pronunciation. The Department of Electronics should undertake research and necessary steps for this purpose.

This recommendation of the Committee has been accepted. The Department of Electronics may prepare a time-bound programme in which research should be undertaken for entering commands in computers orally in Hindi.

- (13) The Committee has recommended that either the line printers should be replaced by the latest laser printers, in which Devanagari printing is possible or necessary steps should be taken for development of line printers in Devanagari.

The recommendation of the Committee for making available high speed Devanagari line printers has been accepted and the Department of Electronics may encourage research, development and production in this direction. The Department of Electronics may from time to time apprise the Department of Official Language in this regard and the Department of Official Language should provide this information to banks and other institutions so that they can install the latest Devanagari printers in their offices.

- (14) The Committee has recommended that the organisation like banks, railways, airlines and defence establishments, which use large number of computers, should ensure that Hindi software for their requirements is developed and produced on priority basis.

This recommendation of the Committee has been accepted. The Department of Official Language may obtain the latest information on this subject from the Department of Electronics and inform various Government offices and institutions and also direct them to prepare time-bound schemes for development of software.

- (15) Regarding installation of Devanagari terminals on computers the Committee has recommended that :

- (a) Devanagari terminals should be installed immediately on all the computers which have the capability of working on Roman only.

This recommendation of the Committee has been accepted. The Department of Official Language may inform all the Government offices about the latest technology of installing GIST terminals or cards in computers and ask them to prepare time-bound programmes for installing GIST technology or cards in the existing Roman computers.

- (b) In the Departments where computers are very old and it is not possible to provide bilingual capability due to technical reasons, it would be more useful in terms of costs to replace these machines by the latest bilingual computers.

This recommendation of the Committee has been accepted. The Department of Official Language may bring this recommendation to the notice of all the Government offices and ask them to implement it.

(16) The Committee has recommended that :

- (a) The Department of Electronics should allow installation of only those computers which have the facility of processing and printing in Hindi.

The recommendation of the Committee has been accepted. The Department of Electronics may take necessary action for its implementation.

- (b) The Department of Electronics should also see whether Devanagari terminals are available on the computers provided by them to other departments. Arrangement for installing Devanagari terminals and Devanagari printing, should be made wherever such terminals have not been installed.

The National Informatics Centre (Planning Commission) may implement this recommendation of the Committee so that arrangements are made for providing Devanagari terminals and Devanagari printing on the Computers provided by them to other Departments.

- (c) The Department of Electronics should get the books relating to computers published in Hindi and provide these to all the Departments and the offices where computers have been installed by them.

The National Informatics Centre may contact the Department of Electronics and implement this recommendation of the Committee so that books relating to computers are published in Hindi also and provided to all the Departments and offices where computers have been installed by them.

- (17) The Committee has recommended that efforts should be made to utilise computers for translation work of technical or simple nature.

The recommendation of the Committee has been accepted. For its implementation on the Department of Electronics may prepare and start expeditiously a project regarding translation from English and other foreign languages to Hindi and other Indian languages through computers.

- (18) The Committee has recommended that a small, low cost practical computer vocabulary in Hindi should be prepared. It should be reviewed from time to time so that the new words which come up due to continuous research going on in this field are also incorporated in it.

The Commission on Scientific and Technical Terminology has prepared a practical computer vocabulary and a book has also been published on this subject. Therefore, this recommendation of the Committee has been implemented. However, the Commission on Scientific and Technical Terminology may take action on the second part of the recommendation at the appropriate time in future.

- (19) The Committee has recommended that Devanagari characters should also be engraved on the keyboards of word processors and electronic typewriters. The manufacturing companies should be ordered to engrave the Devanagari command on the command keys also.

The Department of Industry may take necessary action on this recommendation and in this regard the Department of Official Language may also write to the companies manufacturing keyboards. In addition, the Department of Official Language may issue directions to all the Departments that they should purchase only those computers which have all the commands on their keyboards in bilingual form.

(20) Regarding installation of bilingual equipment the Committee has recommended that :—

- (a) The offices and undertaking should not purchase only roman computers, word processors and teleprinters etc. but purchase only those machines which have bilingual facilities.

Order to the effect that in Government offices only such computers, word processors and teleprinters, as have the facility of Devanagari should be purchased had already been issued on 30-5-1985. These may be reiterated.

(b) The Department of Electronics should be made a check-point for purchase of computers, word processors etc.

The recommendation of the committee has been accepted with the modification that the check-point for purchase of computers and word processors would be the Administrative Division of every Department and the check-point for any relaxation in this matter would be the Department of Official Language.

(c) The Department of Telecommunications should be made a check-point for purchase of telex/teleprinters.

The recommendation of the committee has been accepted. The Department of Telecommunications may take necessary action in this regard.

(21) The Committee has recommended that the Department of Electronics should develop software for use of Hindi in common items of work, being done in different Government departments like pay bills etc. so that the facility of working on computers in Hindi may be available to all the Departments.

The recommendation of the Committee has been accepted. The Department of Electronics and National Informatics Centre may take necessary action in this regard.

(22) The Committee has recommended that arrangements should be made under which the equipment, like computers etc. capable of working in bilingual form are available at a relatively lower price and in any case their cost should not be more than that of machines capable of working in Roman only.

The recommendation of the Committee has been accepted and the Department of Electronics may make arrangements, by way of concession in Excise duty etc. so that in any case the cost of bilingual computers etc. is not more than that of machines capable of working in Roman only.

(23) The Committee has recommended that the Department of Official Language should be reorganised in such a manner that there is no difficulty in proper implementation of the official language policy. Department of Official Language should be strengthened and provided with all resources.

The recommendation of the Committee has been accepted.

(24) The Committee has recommended that the Electronics Corporation of India Ltd., Hyderabad should immediately develop software for telegram system, to remove the difficulty in sending Devanagari telegrams in the absence of Devanagari software.

This recommendation has been accepted. The Department of Telecommunications may take immediate action for its implementation.

(25) As the telegram is also a form of correspondence, the Committee is of the view that all official telegrams to the Central Government Offices, State Governments and their offices and other individuals etc. in regions 'A' and 'B' and notified offices located in region 'C' should be sent in Devanagari only.

The recommendation has been accepted with the modification that all the telegrams from the offices, located at the places where the facility of sending telegrams in Devanagari is available, should be sent in Hindi only as per the targets prescribed by the Department of Official Language every year.

(26) The Committee has recommended that the standardisation of the Devanagari keyboards for the computers should be completed by the end of 1987.

This recommendation of the Committee has already been implemented.

(27) Regarding incentives, the Committee has recommended that :

(a) The employees who know English typing and stenography and learn Hindi typing and stenography and do their work in Hindi are given special incentive of Rs. 20 and Rs. 30 per month respectively, which is very meagre and unattractive. This should be increased to Rs. 100 and Rs. 200 respectively.

- (b) The teleprinter and computer operators should also be paid some incentive for doing work in both languages. This incentive should be given for a fixed period say five years so that the concerned officials get experience of working in both languages during this period.

Special incentive for Hindi typing and stenography along with Roman has been increased from Rs. 20 and Rs. 30 respectively, to Rs. 40 and 60. Orders to this effect were issued on 16-7-1987. The Department of Official Language may again send the proposal relating to increase in incentives in accordance with the recommendations of the Committee to the Ministry of Finance and the computer and telex operators may also be included in its purview. The recommendation of the Committee that this incentive should be given for a fixed period of say five years may be reconsidered after five years.

- (28) The Committee has recommended to ensure that all publications of the Government of India are brought out in bilingual form simultaneously. It is necessary that proper arrangements for printing in both Hindi and English are available in all the Government presses and the quality of Hindi printing should not be in any way inferior in comparison to English printing. It is also necessary that the officers and staff engaged in printing work, viz. compositors, proof readers etc. possess requisite training and experience for doing work in the Hindi Language.

This recommendation of the Committee has been accepted. The Directorate of Printing may take necessary action in this regard.

- (29) Orders regarding purchase of a certain percentage of Devanagari typewriters in different areas and provision of at least one Devanagari typewriter in each office as well as purchase of only those electronic devices/equipment that are capable of giving output in both Hindi and English languages have been issued by the Department of Official Language. But these orders have not been complied with properly by the various Ministries/Departments/Offices and undertakings etc. thereby hampering the pace of use of Hindi as the Official Language and promoting the use of English Language. The Committee has recommended that in terms of Rule 12 of the Official Language Rules, stern action be taken against the Heads of Departments who have failed to properly comply with the orders on the subjects issued by the Department of Official Language.

The recommendation of the Committee has been accepted. For its implementation, the attention of all the offices may be drawn towards this recommendation and they may be asked to strictly comply with the orders issued from time to time in this regard by the Department of Official Language.

- (30) The Committee has recommended that in regions "A" and "B" where bilingual equipments are installed these should be used mainly for doing work in Hindi in accordance with the rules regarding the official language. For this purpose strong and effective check-points should be prescribed and provision made for action against those violating them.

The recommendation that in regions "A" and "B" where bilingual equipments are installed these should be used mainly for doing work in Hindi in accordance with the rules regarding the Official Language and that for this purpose strong and effective check-points should be prescribed and provision made for action against those violating them has been accepted and the Department of Official Language may issue directions in this regard.

Sd/-

(N. K. MAHAJAN),
Joint Secretary, Government of India

Presidential Order on the recommendations made by the Committee of Parliament on Official Language in the Third Part of its Report

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language) Resolution No. 13015/1/91-OL(D) dated 4 Nov., 1991

The Committee of Parliament on Official Language was constituted under Section 4(1) of the Official Languages Act, 1963. After reviewing the progress made in the use of Hindi for Official purposes of the Union and the training arrangements for imparting training through Hindi medium in Training Institutes, the Committee submitted the Third part of its Report in February, 1989 to the President of India, making recommendations on the arrangements to be made for Hindi training to Central Government employees as well as for imparting training through Hindi medium. In accordance with Section 4 (3) of the Official Languages Act, 1963, the Report was laid on the table of Lok Sabha and Rajya Sabha on 13th October, 1989 and 27th December, 1989 respectively. Copies of the Report were also sent to the State/Union Territory Governments. Since the recommendations of the Committee are related to the arrangements to be made for the Hindi training of Central Government employees and for imparting training through the Hindi medium, the opinion of various Ministries/Departments was also obtained. After considering the opinion expressed by the State/Union Territory Governments and various Ministries/Departments in this regard, a decision has been taken to accept most of the recommendations of the Committee in their original form or with certain modifications. Accordingly, the undersigned is directed to convey orders of the President on the recommendations made by the Committee in its Report in accordance with section 4(4) of the Official Languages Act, 1963 as under :—

(A) Imparting Hindi Training to the employees

(1) Strengthening of Hindi Teaching Scheme and other departmental arrangements

The Committee has recommended that the Hindi Teaching Scheme and other departmental arrangements should be strengthened to impart Hindi training to the Government employees.

This recommendation has been accepted. The Department of Official Language may take necessary step to strengthen the Hindi Teaching Scheme and issue necessary directions for strengthening other departmental arrangements by circulating recommendations of the Committee to all the Ministries/Departments.

(2) Incentives for Hindi training

The Committee has recommended that the existing incentives for Hindi training be continued for some more time to come and also be made more attractive.

This recommendation has been accepted in principle. The Department of Official Language may take necessary steps to implement it.

(3) Lump-sum cash awards to the employees on passing examinations under Hindi Teaching Scheme through one's own efforts

The Committee has recommended that on passing the examination under the Hindi Teaching Scheme after learning Hindi either through one's own efforts or through a correspondence course or through voluntary organisation, the amount of lump-sum cash award to the employees be doubled.

The recommendation of the Committee has been accepted in principle and this amount has been raised to one and half times from July, 1989 in consultation with the Ministry of Finance. A fresh proposal may be sent to the Ministry of Finance to further increase this amount to double of what was prior to July, 1989.

(4) Reviewing of courses under Hindi Teaching Scheme and improvements in them

The Committee has recommended that the different courses conducted by the Hindi Teaching Scheme should be reviewed from time to time and after bringing out improvements in them, they should be made more practicable for official work.

This recommendation of the Committee has also been accepted and necessary action has been taken. The Department of Official Language has already constituted a Review Committee to review the Hindi Teaching Scheme as well as the different courses conducted by it.

(5) Fixing a time-limit for imparting training in Hindi

The Committee has recommended that the employees of region 'A' and 'B' who are yet to be trained in Hindi, may be imparted this training by the end of year 1990 and to those belonging to region 'C' by the end of year 1993.

The period stipulated by the Committee for region 'A' and 'B' has already expired. In view of the present number of untrained employees and the difficulties faced in availability of financial resources the recommendation of the Committee has been accepted with the modification that the existing number of employees of the offices located in region 'A' and 'B' and those belonging to region 'C' would be imparted training in Hindi by the end of year 1997 and 2000 respectively. This matter may also be referred to the Review Committee being constituted by the Department of Official Language for Hindi Teaching Scheme so that it could, keeping in view the said target, suggest suitable improvements/changes which are to be made in the present Hindi Teaching programmes to fulfil this recommendation.

(6) Imparting training to the newly recruited employees

The Committee has recommended that the newly recruited employees be imparted training in Hindi prior to professional training.

This recommendation has also been accepted in principle. Action has already been taken in this regard and in pursuance thereof the Department of Official Language has set up two sub-institutes of the Central Hindi Training Institute in Madras and Hyderabad during the year 1990-91. The Department of Official Language may set up additional sub-institutes of the Central Hindi Training Institute every year for full time intensive Hindi Training. Simultaneously all the Ministries/Departments may be directed to make such arrangements in all their respective training institutes so that such employees who do not know Hindi could be imparted intensive Hindi training before giving them professional training.

(7) New Centres of Hindi Teaching Scheme

The Committee has recommended that new Centres of Hindi Teaching Scheme should be set up in region 'C'. This recommendation of the Committee has been accepted.

(8) Relaxation in the norms for setting up new Centres under Hindi Teaching Scheme

The Committee has recommended that the norms for opening of Hindi Teaching Centres for Central Government employees in the remote towns may be relaxed.

This recommendation of the Committee has been accepted. The Department of Official Language may send fresh proposal to Department of Expenditure to accord relaxation in the existing norms for the opening of new centres in 'C' region.

(9) Incentives for Hindi Pradhyapaks Working in 'B' and 'C' region

The Committee has recommended that additional financial incentives may be given to Hindi Pradhyapaks working in 'B' and 'C' Regions and relaxation should be given in the prescribed educational qualifications and/or age limit also.

To give relaxation in educational qualification or age limit is not practicable on the principle of equality and it may create constitutional difficulties. However, this recommendation in so far as it relates to the provision of financial and other incentives to the Hindi Pradhyapaks working at remote places in region 'B' and 'C' may be considered by the Department of Official Language in consultation with the Ministry of finance and Department of Personnel and Training has been accepted.

(10) Increase in the rates of honorarium to the Part-time teachers

The Committee has recommended that the rates of honorarium to the part-time teachers of Hindi Teaching Scheme may be increased from time to time.

This recommendation has been accepted in principle. Keeping in view the present difficult situation regarding availability of financial resources, the Department of Official Language in Consultation with the Ministry of Finance may take appropriate action.

(11) Relaxation in norms for creation of new posts of teachers

The Committee has recommended that norms prescribed for the creation of new posts of Hindi Teachers may be further relaxed.

This recommendation has been accepted in principle. Since this recommendation involves the question of availability of financial resources, the Department of Official Language should prepare a detailed proposal in this matter and consult the Department of Expenditure.

(12) Converting part-time centres into full time centres

The Committee has recommended that the existing part-time arrangements for in service Hindi training may be converted into full-time arrangements.

At the moment, various arrangements are available for in service Hindi training viz intensive course; part-time training at full time centres; part-time training at part-time training centres as well as training course through correspondence. Since all these arrangements have been made according to the requirements of the different categories of employees, therefore, it is necessary to continue all these arrangements simultaneously. Full-time training centres are however, already being opened by the Central Hindi Training Institute. Therefore, this recommendation of the Committee has been accepted with the modification that wherever practicable and possible full time centres may be opened. At the same time the existing part time arrangements may also continue.

(13) Appointing substitutes in lieu of the employees deputed for training

The Committee has recommended that arrangements should be made for appointing substitutes in lieu of the employees deputed for intensive Hindi training.

This recommendation has been accepted. The Department of Official Language, in consultation with the Department of Personnel & Training, may issue directions to all the Ministries/Department for its implementation.

(14) Roster for the untrained employees

The Committee has recommended that the rosters of employees untrained in Hindi may be maintained in all the offices as per rules.

This recommendation of the Committee has been accepted. In fact the directions in this regard have already been issued by the Department of Official Language. However, the Department of Official Language should bring this recommendation of the Committee to the notice of all the Ministries/Departments etc. and request them for strict compliance of the existing directions.

(15) Facilities to the newly trained employees for working in Hindi

The Committee has recommended that facilities as well as incentives should be provided to the newly trained employees for working in Hindi after the training.

This recommendation of the Committee has been accepted. the Department of Official Language may issue directions to all the Ministries/Departments etc. for compliance and request them to follow the directions completely to provide books and reference literature to the trained employees. In addition all the Ministries/Departments may also be requested to get reference literature prepared in Hindi and ensure its distribution to all their officers and employees.

(16) Compulsory Hindi training for the employees of Industrial establishments

The Committee has recommended that Hindi training should be made compulsory for those officers/employees of the industrial establishments who have to do some desk work.

This recommendation has been accepted in principle. The Department of Official Language may take appropriate action in this regard.

(17) Grants-in-aid and incentives to voluntary organisations engaged in Hindi teaching

The Committee has recommended that the quantum of grants-in-aid being given to the voluntary organisations engaged in Hindi teaching should be suitably enhanced, special grants should be provided to them for purchase of mechanical equipments. Consultancy and assistance may be provided to them to bring the courses conducted by them on the pattern of Hindi Teaching Scheme, special grants may also be given to them for books, publications, construction of building, etc. and the Government should appoint a high powered committee in this regard to evaluate the working and problems of these voluntary organisations and prepare a well planned co-ordinated programme and may prescribe new and more liberal norms for the grant-in-aid to be given to them. The Committee has further recommended that on passing the examinations conducted by these organisation, the Central Government employees should get all the incentives which they would have otherwise got on passing the examinations conducted by the Hindi Teaching Scheme.

This recommendation of the Committee has been accepted in principle. The Department of Education may appoint a high powered Committee in this regard, which may consider the issues raised in the recommendations of Committee of Parliament on Official Language and present its report to the Department of Education.

(18) Correspondence Courses for Hindi Teaching

The Committee has recommended that the correspondence courses of Central Hindi Directorate may be expanded and all the employees given admission to these courses. Under the correspondence course the training may be imparted through all the Indian languages and apart from English through other foreign languages like Arabic, Chinese, German, French, Spanish etc.

The recommendation of the Committee has been accepted. The Department of Education may be requested to expand, as per requirement, the correspondence course being run by the Central Hindi Directorate and the Government employees should be exempted from the fees charged for the correspondence courses. From 1990-91, an additional correspondence course has been started by the Central Hindi Training Institute. Training in Hindi to Govt. employees should be given through English-Hindi medium. The Committee's recommendation regarding conducting correspondence courses through the medium of all the Indian languages and also through foreign languages other than English has been accepted in principle with the modification that the Department of Education may prepare necessary time-bound programme and implement the same. The recommendation regarding the availability of the correspondence courses to all the employee has also been accepted with the modification that only those employees may avail themselves of the benefit of the correspondence courses who cannot take part in the regular courses of the Hindi Teaching Scheme and Central Hindi Training Institute.

(19) Strengthening of Central Hindi Training Institute

The Committee has recommended that Central Hindi Training Institute and its sub-centres established to impart training to newly recruited employees should be strengthened.

This recommendation of the Committee has been accepted and is being implemented. Two Sub-Centres of the Training Institute have been established in the year 1990-91 and during the Eighth Fiveyear Plan it is proposed that more Sub-Centres may be established in other parts of the country. Sufficient provision has been proposed in the Eighth Five year Plan to strengthen the Central Hindi Training Institute and its Sub-Centres.

(20) Hindi Training in long-term courses

The Committee has recommended that training institute of various Ministries/Departments/Undertakings, etc. conducting long term courses should also teach Hindi as a subject. Financial sanctions for additional posts required for this purpose in the institutes should be accorded immediately.

This recommendation of the Committee has been accepted in principle. The Department of Official Language should request all the Ministries/Departments etc. to make necessary arrangements in training institutes directly under their charge and under the charge of Undertakings controlled by them.

(21) Extension of departmental training arrangements for Hindi training

The Committee has recommended that Ministries/Departments having no Hindi Training arrangements as yet should also make necessary departmental arrangements.

This recommendation of the Committee has been accepted. The Department of Official Language should direct all the Ministries/Departments to consider making departmental arrangements for imparting Hindi training in their Attached/Subordinate Offices/Undertakings/Autonomous bodies etc. and ensure Departmental arrangements as per requirement so that training in Hindi could be imparted to the remaining employees.

(22) Broadcasting/telecasting Hindi course by All India Radio and Television

The Committee has recommended that the duration and frequency of Hindi lessons broadcast by All India Radio should be increased and these lessons should also be telecast over Doordarshan.

This recommendation of the Committee has been accepted in principle. The Ministry of Information and Broadcasting and Ministry of Human Resource Development may review the situation according to this recommendation and take effective measures to implement the recommendation.

(B) Organising Hindi Workshops

The Committee has recommended that to overcome the hesitation of the officials to work in Hindi, workshops should be so organised that all such employees who possess knowledge of Hindi but have never been nominated for such workshops can participate in them. The Committee has also recommended that such workshops be organised regularly during the period of next five years with a view to ensure that every Hindi knowing employee is able to take part therein at least once a year and that he gets a fair opportunity to do his work originally in Hindi.

This recommendation of the Committee has been accepted in principle, Department of Official Language may reiterate its directives on the subject and recirculate to all the Ministries/Departments and offices etc. detailed instructions on organising workshops during the period of the next five years.

(C) Facilities for Hindi teaching in educational institutes all over the country

The Committee has recommended that Central Government may review the situation regarding teaching of Hindi in various parts of the country and ensure that proper arrangements exist all over the country in schools, colleges and universities for teaching various subjects through the Hindi medium and that there are no obstacles to the learning and teaching of Hindi or to the learning of and teaching through the Hindi-medium.

Since the primary responsibility of imparting education is of the State Governments, this recommendation of the Committee has been accepted only in principle. The Department of Education may take necessary steps to implement this recommendation in schools, colleges and universities run by Central Government. Besides, Department of Education should inform State Governments about this recommendation and should request them to take necessary measures to implement this recommendation.

(D) Implementation of three-language formula

The Committee has recommended that effective measures should be taken to implement the three-language formula in all States immediately and time limit should be fixed for this purpose and concrete steps taken to achieve the target.

Since the responsibility for implementing the three language formula, primarily rests with the State Government, this recommendation of the committee has been accepted in principle. The Department of Education, after thorough consideration and where necessary in consultation with the State Governments should chalk out specific programmes and encourage the State Governments for its implementation. Besides, the Department of Education should take effective steps for the implementation of three-language formula in Central Schools and Navodaya Vidyalayas under their control.

(E) Option of Hindi in interview for recruitment

The Committee has recommended that advertisements for recruitment, bio-data forms and call-letters for interviews to be sent to the candidates should be both in Hindi and English. Besides, it should be specifically made clear to the candidates that they can opt for either Hindi or English in the interview, In addition, he should also be asked to intimate in writing the language, in which he would like to be interviewed so that the Selection Board might interview him in that language. The Committee has also recommended that interview boards should also be so constituted that the members of the Board should have knowledge of Hindi.

The recommendation of the Committee that in interview for recruitment, option of Hindi medium should be also available alongwith English and that candidates should be clearly asked in the call letter to intimate their option regarding the language of interview, has been accepted. The recommendation regarding constitution of Selection Board has also been accepted in principle with the modification that Selection Boards should be constituted in such a way that conversation with the candidates who desire to be interviewed in Hindi could be carried on in Hindi.

The Department of Personnel and Training should issue appropriate directions to all the Ministries/Departments in this regard.

(F) Option of Hindi medium in recruitment and entrance examination of agriculture, engineering and medical sciences

The Committee has recommended that in agriculture, engineering and medical science, institutes, which are under the control of the Central Government in one way or the other the option of Hindi medium should be immediately made available to the candidates in the entrance and recruitment examination conducted by them and they should also make arrangements for imparting instructions through the medium of Hindi in case a candidate so desires. The Committee has also recommended that serious efforts should be made, for commencing medical education through the medium of Hindi also in the near future and that for this purpose action should be initiated to get the text books and reference literature prepared in Hindi.

This recommendation of the Committee that option of Hindi medium in entrance examination should be immediately made available in all such institutes which are under the control of Central Government one way or the other has been accepted. The Department of Education, Indian Council of Agricultural Research and Ministry of Health and Family Welfare should ensure appropriate action in this regard so that option of Hindi medium could immediately be made available to the candidates in the entrance examinations. In the matter of option of Hindi medium for imparting education in engineering and agriculture, the recommendation of Committee has been accepted in principle. However, various institutes should be allowed to formulate a time bound programme to provide the option of Hindi medium keeping in view the circumstances. The Department of Education and Indian Council of Agricultural Research may issue appropriate directions to the institutes under their control and ensure their compliance.

The recommendation of the Committee that serious efforts should be made to impart education in medical sciences through Hindi medium in near future and that for this purpose, action should be initiated for preparation of text books and reference literature in Hindi has been accepted. Ministry of Health and Family Welfare may ensure appropriate action in this matter and formulate a time-bound programme for this purpose and take action accordingly.

(G) Review of various recruitment rules in vogue so as to ensure that requisite changes are made in accordance with the Official Language Resolution, 1968

The Committee has recommended that according to the Official Language Resolution, 1968 passed by Parliament recruitment rules of all posts should be reviewed with a view to examining whether it is necessary to have the knowledge of English and Hindi or both at the time of recruitment. Where for a particular post the knowledge of a particular language is not essential, the option of English or Hindi should be given to the candidate and if at the time of recruitment he does not have the knowledge of Hindi, a provision should be made in the rules requiring him to acquire the same during his probation period.

The recommendation of the Committee has been accepted. The Department of Official Language, in consultation with the Department of Personnel and Training may request all the Ministries/Departments to review the recruitment rules in view of the said provision in accordance with a time-bound programme, in the case of candidates who do not have knowledge of Hindi. Department of Personnel and Training may be requested to make a provision requiring them to acquire the requisite knowledge of Hindi during the probation period.

(H) Training through the medium of Hindi in the Training Institutions

(1) All types of Training to be Imparted through Hindi medium

The Committee has recommended that all types of training courses whether they are of short duration or long duration, should be conducted through Hindi Medium as after undergoing training in Hindi medium it would be convenient for the employees to do their work originally in Hindi. This provision should be given effect to immediately atleast in the training institutions functioning in regions 'A' and 'B'. In case some of the employees nominated for training in these Institutes do not possess knowledge of Hindi of the requisite standard, they should be sent for training only after they attain such knowledge of Hindi.

This recommendation has been accepted in principle with respect to regions 'A' and 'B'. The Department of Official Language may, in continuation of their Office memorandum dated 11-11-1987, issue instructions to all the Ministries/Departments for its implementation within the prescribed period.

(2) Arrangements for Hindi training on the commencement or service for new recruits who do not possess knowledge of Hindi

The Committee has recommended that if newly recruited employees who do not have knowledge of Hindi are required to receive training on the commencement of their service, arrangements should be made to impart Hindi training first.

This recommendation has been accepted in principle. The Department of Official Language may issue directions to all the Ministries/Departments to implement the same.

(3) Conducting Intensive training courses in Hindi in long-term training courses of the training institute

The Committee has recommended that wherever long term training courses are being conducted, intensive training courses in Hindi should also be conducted in the training institutes so that the trainees who do not know Hindi, undergo the professional training after acquiring the knowledge of Hindi.

This recommendation of the Committee has been accepted in principle. The Department of Official Language may issue directions to all the Ministries/Departments to implement the recommendation.

(4) To familiarise the trainees with the Official Language Policy of the Government in the training courses of 15 days duration or more

The Committee has recommended that wherever possible and especially in training courses of 15 days duration or more, the trainees should be familiarised with the Official Language policy of the Government as well as with the rules, orders etc. issued in this regard.

This recommendation of the Committee has been accepted in principle. The Department of Official Language may issue directions to all the Ministries/Departments to implement the recommendations.

(5) Translation of course-material relating to training

The Committee has recommended that course-material relating to training should be translated early.

This recommendation of the Committee has been accepted. The Department of Official Language may in continuation of Office Memorandum dated 11-11-1987 direct all Ministries/Departments to implement the recommendation within a prescribed time limit.

(6) Incentive schemes available in various Ministries/Departments for writing original books on technical subject concerning their field of work should be made more liberal and attractive

The Committee has recommended that the incentive schemes being run by various Ministries/Departments for writing original books on technical subjects concerning their field of work for translating into Hindi the books written in English should be made more liberal and attractive and those Ministries/Departments, as have not yet introduced such schemes should also introduce similar schemes.

This recommendation of the Committee has been accepted in principle. The Department of Official Language may issue directions to all the Ministries/Departments to implement it.

(7) Special incentive to the teachers of the training Institutes for writing books on their subjects in Hindi

The Committee has recommended that the teachers employed in the training institutes should be given special incentives for writing or translating the books relating to their subjects so that they could endeavour to produce necessary course material and reference literature in Hindi.

This recommendation of the Committee has been accepted in principle. The Department of Official Language may issue directions to all the Ministries/Departments to implement the recommendation.

(8) Special incentives to encourage the retired and capable officers and teachers of the Central Government and Universities for writing original books on selected subjects in Hindi

The Committee has recommended that in order to derive advantage of long experience and the expertise of the retired and capable officers and teachers of the Central Government and Universities, they should be encouraged through special incentives to write original books in Hindi on selected subjects.

This recommendation of the Committee has been accepted in principle. The Department of Official Language should issue direction to all the Ministries/Departments to implement the recommendation.

(9) Arrangement of training for translation of foreign languages directly into Hindi in the School of Foreign Languages

The Committee has recommended that arrangements should be made for direct translation from foreign languages into Hindi in the School of Foreign Languages run by the Ministry of Defence so that manuals etc. in foreign languages could be directly translated into Hindi.

This recommendation of the Committee has been accepted in principle. For this purpose the Ministry of Defence should evaluate the present position and make available necessary resources to the School of Foreign Languages for making appropriate arrangements.

(10) Teaching Hindi to the teachers working in Training Institutes

The Committee has recommended that arrangement should be made for teaching Hindi to those teachers of the various training institutes who do not possess the knowledge of Hindi of the requisite standard. Arrangement for training of teachers can be made by the Department of Official Language.

This recommendation of the Committee has been accepted in principle. The Department of Official Language should run special programmes for training of the teachers and intimate this to all the Ministries /Departments and the training institutes under their control so that all teachers could be given training of Hindi of the requisite standard.

(11) Transfer of teachers working in 'A' and 'B' regions who are competent to impart training through the medium of Hindi to region "C" for some-time

The Committee has recommended that it will be easier to impart training through Hindi medium in the training institutes in region "C" if teachers from 'A' and 'B' regions are transferred to region 'C' for a short duration to impart training through the medium of Hindi. Such teachers should be given special and attractive pay for the period of their stay in region 'C'.

This recommendation of the Committee has been accepted in principle. To attract the teachers of regions 'A' and 'B' to work in region 'C' the Department of Official Language may in consultation with the Ministry of Finance and Department of Personnel and Training take appropriate action accordingly for providing special pay etc.

(1) Strengthening of the Department of Official Language

The Committee has recommended that the Department of Official Language should be suitably strengthened and equipped to enable it not only to take appropriate and early action on the report of the Committee but also to ensure proper implementation of the Official Language Policy.

This recommendation of the Committee has been accepted in principle. Keeping in view the prevailing economic position in the country, the Department of Official Language may reformulate its proposals in this context and ensure its implementation in consultation with the Department of Expenditure.

2. The following recommendations of the Committee are still under consideration and decision thereon will be intimated later :—

1. In para 18.10 of Committee's Report the proposal regarding option of Hindi medium in all recruitment examinations.

2. In para 18.12 of the Committee's Report the recommendation to dispense with the compulsory English question paper in recruitment examinations.

Sd/-

(MAHENDRA NATH)

Joint Secy. to the Govt. of India

Presidential Order on the recommendations made by the Committee of Parliament on Official Language in the Fourth Part of its Report

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language) Resolution No. 12019/10/91-O.L. (Int.) dated the 28th January, 1992

The Committee of Parliament on Official Language was constituted under section 4(1) of the Official Languages Act, 1963. After visiting various Ministries/Departments and their attached/subordinate Offices/Undertakings/Institutes etc. and after having discussions with renowned and eminent persons, the three sub-committee of this Committee have brought out the present position regarding the use of Hindi language. After analysing these inspections and the up-to-date information available in this regard, the Committee submitted Part IV of its Report to the President in November, 1989, making recommendations for the progressive use of Hindi in the Offices of Central Government and also for proper implementation of the Official Languages Act and the rules made thereunder. According to Section 4(3) of the Official Languages Act, 1963, this part of the Report was placed before both Houses of Parliament in August 1990. Copies of this Report were sent to the Governments of the States and the Union Territories to elicit their opinion. Since the recommendations are in the context of progressive use of Hindi/implementation of Official Language policy in various Ministry/Departments and their attached/subordinate offices, Undertaking, Institutes etc. the views of various Ministries/Departments were sought in this regard. After considering the views received from the Governments of the States and Union Territories and also those received from various Ministries/Departments, it was decided to accept most of the recommendations made by the Committee in their original form or with some modifications. Accordingly, the undersigned is directed to convey the following orders of the President with regard to the recommendations made by the Committee under Section 4(4) of the Official Languages Act, 1963.

(1) Inspection and Monitoring

The Committee has recommended that it is necessary to strengthen the inspection and monitoring arrangements for effective implementation of the Official Language Policy. For this purpose staff may be provided separately for translation work as well as for inspection and monitoring.

This recommendation has been accepted. The Department of Official Language may request all the Ministries/Departments to make proper arrangements for inspection and monitoring for the implementation of the Official Language policy and also create necessary posts for this, keeping in view the nature of their work and requirements.

(2) Information and Mental Attitude Regarding Official Language Policy

(a) Organising Hindi Workshops/Seminars/Conferences

The Committee has recommended that Seminars, Conferences, Workshops etc. may be organised from time to time for bringing out a change in the attitude of the officers/employees and for imparting them comprehensive knowledge regarding the Official Language Policy. This recommendation has been accepted.

Though a target is set in the Annual Programme issued by the Department of Official Language for the implementation of the Official Language Policy, its total compliance is not achieved. The Department of Official Language may, therefore, once again request all the Ministries/Departments to organise regularly workshops, symposium, conferences etc. and review this situation from time to time in accordance with the recommendations of the Committee.

(b) Organising Hindi Workshops

The Committee has also recommended that Hindi workshops should be organised regularly during the next 5 years 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. This recommendation of the Committee has been accepted. The Department of Official Language may request the various Ministries/Departments to organise such workshops regularly so that the officers and employees may get rid of their hesitation of working in Hindi.

(c) Organising 'All India Official Language Conferences'

The Committee has recommended that each Ministry/Department may organise All India Official Language Conference once in a year.

This recommendation of the Committee has been accepted with the modification that such conferences may be held only after the economy restrictions imposed at present by the Ministry of Finance in this regard have been lifted. The Department of Official Language may issue instructions in this connection in due course.

(3) Entries in the Confidential Reports Regarding Official Language

The Committee has recommended that a mention regarding the level of their knowledge of the Official Language Hindi and their capacity and inclination to work in Hindi may be made in the confidential reports of the officers and employees.

This recommendation of the Committee may be accepted in principle. Before giving effect to this recommendation, it may be ensured that the persons in the services of the Union Government are not placed at a disadvantage merely on the ground that they are not proficient in both Hindi and English languages.

The Department of Official Language may consult Ministry of Law and Justice and the Department of Personnel and Training to consider suitable measures in the matter.

(4) Training in Hindi, Hindi Typing and Hindi Stenography

The Committee has recommended that the recommendation made in Part-II of its report regarding Hindi Typing and Hindi Stenography and regarding Hindi Training in Part-III may be implemented at the earliest.

This recommendation of the Committee has been accepted. The Department of Official Language has issued resolutions on the recommendations made in Parts II & III of the report of the Committee. The Department of Official Language may request all the Ministries/Departments that they may chalk out a time-bound programme in accordance with the provisions of the concerned resolutions for the implementation of all the aforesaid recommendations and review it periodically so that the recommendations of Committee may be implemented at the earliest.

(5) Hindi Typewriters and other Mechanical Facilities

(a) Facilities of Hindi Typewriters etc.

The Committee has recommended that an early action may be taken on the recommendations made in part-II of their report regarding Hindi typewriters and other mechanical aids and the Government's orders in this regard may be followed seriously.

This recommendation has been accepted. The Department of Official Language has already issued resolution on the Committee's recommendations made in Part II of their report. The Department of Official Language may request all the Ministries/Departments that they may implement the Committee's recommendations made in Part II of their report in accordance with the provisions made in the resolution at the earliest.

(b) Use of Hindi in Computers, Word-processors, Teleprinters etc.

The Committee has recommended that so long as various electronic equipments, computers, word-processors, teleprinters etc. are not provided with necessary infrastructure for working in Hindi alongwith English, such equipments may not be installed and wherever computers etc. don't have software in Devanagari, such software may be made available forthwith.

This recommendation of the Committee has been accepted. Department of Official Language may request the Department of Electronics to establish check-points in this regard in order to ensure the compliance of the recommendation of the committee. Department of Electronics may take appropriate action expeditiously for providing computer softwares etc. in Devanagari wherever they have not been provided so far.

(6) Compliance of Section 3(3) of the Official Languages Act, 1963

(a) To ensure full compliance of Section 3(3)

The committee has recommended that full compliance of Section 3(3) of the Official Languages Act, 1963 may be ensured and for this, an expeditious action may be taken on the recommendations regarding such facilities as mentioned in Part I of their report and to appoint officers and staff as per the norms laid down by the Department of Official Language.

This recommendation has been accepted. The Department of Official Language may again request all the Ministries/Departments to ensure compliance of section 3(3) of the Official Languages Act.

(b) To issue documents of section 3(3) in Region 'A' only in Hindi

The Committee has recommended that documents of section 3(3) of the Official Languages Act (except for the documents required to be placed before the Parliament), in Region 'A' should be issued only in Hindi.

According to the provisions of section 3(5) of the Official Language Act, 1963, the provisions of section 3(3) shall remain in force until resolutions for the discontinuance of the use of English language for the purposes mentioned therein, have been passed by the Legislatures of all those States which have not adopted Hindi as their Official Language and until after considering the resolutions aforesaid, a resolution for such discontinuance is passed by each house of the Parliament. Therefore, at present, it is not possible to accept this recommendation of the committee.

(7) Timely Distribution and Compliance of Annual Programme

The committee has recommended that Annual Programme of succeeding financial year should be made available to various Ministries/Departments by the end of February by the Department of Official Language and all the Ministries/Departments should ensure that the copies of the said programme are sent to their subordinate offices undertakings etc. and to all the offices situated within the country and abroad, invariably by the end of April and the schedule is strictly complied with.

The recommendation of the committee has been accepted. The Department of Official Language should take action in this regard and also request Ministries/Department for the timely distribution and compliance of the Annual Programme.

(8) Official Language Implementation Committee

(a) Constitution of Committees

The Committee has recommended that Official Language Implementation Committees may, essentially, be constituted in every small and big offices, irrespective of the fact whether the number of staff working therein is more or less than 25 and the Head of the office may be nominated as its Chairman.

This recommended of the Committee has been accepted. Department of Official Language may issue directives in this regard.

(b) Organising meetings

The Committee has recommended that at least six meetings of the Official Language Implementation Committee constituted in each office should be organised during a year.

It is not feasible. Therefore, this recommendation has not been accepted. However, in view of Committee's said recommendation, the Department of Official Language may request all the Ministries/Departments to ensure convening four meetings during a year (one each in a quarter) invariably, in their departments as well as in the offices under their control and also to ensure discussions/reviews in these meetings mainly regarding progressive use of the Official Language Hindi and the implementation of Annual Programme.

(c) Hindi Advisory Committees

The Committee has recommended that a Hindi Advisory Committee should be constituted for each Ministries/Department separately. These should be re-constituted from time to time, at least four meetings should be held during a year and timely follow-up action should be taken in a concrete shape on the recommendations of the committees.

This recommendation of the committee has been accepted with the modification that a joint committee be constituted for comparatively smaller Ministries/Departments. However, separate committees may be constituted for other Ministries/Departments. The Department of Official Language may decide the policy, after reviewing the position.

9. Agenda/Minutes etc. of the Departmental Meetings/Conferences

- (a) The committee has recommended that the Agenda/Minutes and other connected material for holding meetings, conferences and seminars by every office of the Government of India should be issued invariably in both the languages i.e. Hindi and English.

This recommendation has been accepted with the modification that the Agenda/Minutes etc. and the connected material to be circulated in Region 'A' may be issued only in Hindi. The Department of Official Language may issue necessary directions in this regard.

- (b) The Committee has recommended that the persons invited in the meetings, conferences and seminars should be encouraged to express their views in the Official Language Hindi.

This recommendation has been accepted. All the Ministries/Departments etc. may request the persons invited to express their views in official language Hindi in the meetings, conferences etc.

(10) Correspondence and Telegrams in Hindi

The Committee 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 Government offices located in Region 'C' should also be increased. The Committee has also recommended that the telegrams issued by the Central Government offices to the offices located in Regions 'A' and 'B' should be in Devanagari script and a beginning be made to send telegrams in Hindi in Region 'C' as well.

The committee's recommendation relating to replying Hindi letters in Hindi and initiate original correspondence in Hindi has been accepted. The Department of Official Language may request all the Ministries/Departments to take concrete steps to achieve the targets, in respect of Hindi correspondence, as stipulated in the Annual Programme. Those Ministries/Departments, who lag behind the set targets may evolve a time-bound programme to ensure compliance of the recommendation of the Committee within a stipulated time-limit.

The recommendation of the Committee in respect of sending telegrams in Devanagari has been accepted with a partial modification. Keeping in view the available resources, the Department of Official Language may fix the target in the Annual programme, for the telegrams to be sent to Region 'C', also on the analogy of Regions 'A' and 'B' and ensure its compliance by issuing directions to all the Ministries/Departments.

(11) Arrangement for Dictionaries, Glossaries, help and reference literature and provision of other Hindi books

The Committee has recommended that in order to create a conducive atmosphere for working in Hindi and in order to facilitate original work in Hindi. Hindi books such as English-Hindi and Hindi-English dictionaries, help and reference literature, technical glossaries, technical literature fine arts literature and all other literature in Hindi available in the market on various subjects should be widely publicized and these books should also be distributed free of cost in the Government offices. Besides, fifty per cent of the total grant should be utilised for the purchase of Hindi books. The process of identifying the useful books in Hindi should be continuously carried out by the Department of Official Language and a list thereof should be made available to all the Ministries/Departments/Offices so that they may be able to purchase Hindi books for their libraries conforming to the list.

This recommendation of the Committee has been accepted. Although instructions have already been issued by the Department of Official Language in this regard; however, in view of recommendation of the Committee, orders should be issued again reiterating the instructions given earlier so that proper compliance could be ensured.

(12) Code/Manual and other Procedural Literature

The Committee has recommended that such Ministries/Departments etc. where the Hindi translation of the manuals and procedural literature has not been completed so far, the work of translation of all such procedural literature should be completed by them within the time limit prescribed as per the order of the President contained in the Resolution, dated 30th December, 1988, of the Department of Official Language i.e. by the end of year 1991 (in the case of Ministry of Defence by 1994-95) (Since the year 1991 has passed, this target should, invariably, be achieved during the year 1992).

This recommendation of the Committee has been accepted. Directions may, again, be issued in this regard by the Department of Official Language to all the Ministries/Departments/Offices etc. that special attention may be given to the time-limit stipulated for this work. All the Ministries/Departments may also be requested that they should distribute their up-dated respective codes, manuals, forms and other procedural literature to all their offices; get the amendments done in their respective procedural literature and a complete vigil be kept on this by making the Government Press as a check point for this purpose.

(13) Rubber Stamps, Name Plates, Sign-Boards, Headings and Letters-heads, etc.

The Committee has recommended that all the offices of the Government of India, located in India or abroad, and the institutions receiving grants from the Central Government located in 'A' and 'B' regions should also ensure that their respective name-plates, rubber-stamps, letter-heads, logo etc. be prepared in bilingual form and such institutions located in 'C' region should get these items prepared in trilingual form. While getting these letter-heads, name-plates etc. prepared, it should be kept in mind that the size of letters of all the languages should be the same.

This recommendation of the Committee has been accepted. The Department Official Language may again circulate the directions issued earlier in this regard and ensure their implementation.

(14) Medium of Training

Reiterating the recommendations made in the third part of its report, regarding imparting training to the officers and employees of the Central Government through Hindi medium, the Committee has desired that these may be implemented immediately and the compliance of various Government order and instructions issued in this respect may be ensured because sufficient facilities are now available in this regard.

This recommendation, as made in part-III of the Report of the Committee, has already been accepted and the action under the Resolution of the Department of Official Language dated 4th November, 1991 has already been initiated.

(15) Option of Hindi in Recruitment Examination

The Committee has recommended that the compulsion of a question paper in English, in the recruitment examinations should be done away forthwith and it may be ensured that the provisions made in the Resolution of the Parliament dated 18th January, 1968 should be solemnly adhered to and due regard should be paid to the spirit inherent in the provisions of the said Resolution.

This recommendation of the Committee has been accepted. However, the matter pertaining to abolishing the compulsion of a question paper in English in the recruitment examinations is to be decided in consultation with Union Public Service Commission as indicated in the Resolution of the Department of Official Language dated 4th November, 1991, on part-III of the Committee's report. In this regard, the Department of Official Language may inform all the Ministries/Departments/Offices etc. as soon as a final decision is taken.

(16) Headings and Entries in the Registers and Service Books

The Committee has recommended that the headings of the registers available in all the Government 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. Further, the badges/emblems etc. on the uniforms of all the Government officers and employees in all the regions should, invariably, be in Hindi also. The names to be carved on the uniforms should also be in both the languages i.e. Hindi and English. In addition, the addresses on the envelopes to be sent to regions 'A' and 'B' should, invariably, be written in Hindi.

This recommendation of the Committee has been accepted with partial modification. The entries in the registers/service books being maintained in the Central Government Offices situated in region 'A' and 'B' should be made in Hindi and such entries in the offices situated in region 'C' may, as far as possible, be made in Hindi. The instructions issued earlier in this regard by the Department of Official Language may be recirculated to all the Ministries/Departments/Offices etc. to ensure the implementation of these recommendations.

(17) Check-Points

The Committee has recommended that according to the Rule 12 of the Official Language Rules, 1976, the administrative head of every office should solemnly adhere to the responsibility of framing the effective check-points to ensure due compliance of the provisions of the Official Languages Act, 1963 and the Rules framed thereunder and should set up the check points effectively.

This recommendation of the Committee has been accepted. The Department of Official Language, may again, request the Ministries/Departments, in this regard, that they should ensure the check-points to be active and effective in their offices.

(18) Bilingual Publications

The Committee has recommended that the Ministries/Departments/Offices/Organisations etc. of the Government of India should not bring out publications in English alone but bilingually. The number of printed Hindi publications should not be, in any way, less than the English publications and in the bilingual publications, the number of pages of Hindi should not be less than the number of pages of English. Special steps may be taken by the Department of Official Language and all the concerned Ministries/Departments in this regard and new original publications may be brought out in Hindi.

This recommendation of the Committee has been accepted. The Department of Official Language may again request all Ministries/Departments/Offices in this regard so that this recommendation of the committee may be fully implemented.

(19) Time-bound Action on the Report of the Committee

- (a) The Committee has recommended that necessary action may be taken immediately on the recommendations made in all the four parts of their Report submitted by them so that proper and effective implementation of the Official Language Policy of the Union is ensured. The Committee has also recommended that the copies of the paragraphs relating to Ministry-wise review of the use of Hindi in the official work, done by this Committee may be forwarded immediately to the concerned offices etc. and directions be issued for follow-up action.

The above recommendations of the Committee have been accepted. In the perspective of the recommendations made by the Committee in all the four parts of their Report, the Department of Official Language should request all the Ministries/Departments to strictly comply with the Resolutions/Instructions issued by the Department of Official Language in this respect and make arrangements to assess the position from time to time.

- (b) The Committee has reiterated its recommendations made in the second and third parts of its report that in the perspective of the unity and integrity of the country and responsibility and importance of the Department of Official Language thereto, the Government of India should reorganise the Department of Official Language, strengthening it further and give it the status of a full-fledged Ministry to ensure an effective and active implementation of the official language policy of the Government of India in all its Ministries/Departments/Offices/Undertakings and Autonomous Bodies.

In view of the importance and purview of the Ministry of Home Affairs and its liaison with various State Govts. the Department of Official Language should continue to remain under Ministry of Home Affairs. Therefore, the above recommendations of the Committee has not been accepted. However, according to the recommendations of the Committee, the Deptt. of Official Language should be further strengthened and made more efficient.

Sd/-

(MAHENDRA NATH)

Joint Secretary to the Govt. of India.

Presidential Order on the recommendations made by the Committee of Parliament on Official Language in the Seventh Part of its Report

Copy of the Government of India, Ministry of Home Affairs (Department of Official Language)
Resolution No. 11011/5/2003-OL (Research) dated 13th July, 2005

The Committee of Parliament on Official Language was constituted in 1976 under section 4(1) of the Official Languages Act, 1963. The Committee submitted seventh part of its Report, relating to propagation of Hindi for official purposes, the position of Hindi in the field of Law, original use of Hindi in Government work, availability of publications relating to Administration and Finance in Hindi, position emerging after discussions with the representatives of States and Union Territories, the status of Hindi in the perspective of Globalization and the challenge of computerization to Hindi, to the President. In accordance with section 4(3) of the Official Languages Act, 1963, the Report was laid on the Table of the Lok Sabha and the Rajya Sabha. Copies of the Report were sent to all Ministries/Departments of the Government of India and to all States/Union Territory Governments. After considering the views expressed by various Union Ministries/Departments and the States/Union Territories Governments, it has been decided to accept most of the recommendations of the Committee *in toto* and some of them with modifications. Accordingly, the undersigned is directed to convey the Orders of the President made under section 4(4) of the Official Languages Act, 1963 on the recommendations made in the Report of the Committee as follows :

S.No.	Recommendations of the Committee	Decision
16.5(a)	The Kendriya Hindi Samiti must be re-constituted every 3 years on schedule.	This recommendation has been accepted with the modification that the term of Kendriya Hindi Samiti will generally be 3 years but in special circumstances it may be extended or curtailed.
16.5(b)	Necessary steps should be taken to convene annual meetings of the Kendriya Hindi Samiti regularly under the Chairmanship of the Prime Minister. All decisions taken in the meetings of the Kendriya Hindi Samiti must be implemented.	This recommendation has been accepted. All Ministries/Departments are requested to take appropriate action to implement the decisions of Kendriya Hindi Samiti.
16.5(c)	The Deputy Chairman and all 3 conveners of Sub-Committees of the Committee of Parliament on Official Language should be called as special invitees to the meetings of the Central Official Language Implementation Committee.	Central Official Language Implementation Committee is a Government officials committee, hence the recommendation has not been found acceptable.
16.5(d)	Decisions taken in the meetings of the Central Official Language Implementation Committee should be properly implemented and implementation of the orders of the Hon'ble President on the first five parts of the Report of the Committee of Parliament on Official Language should also be reviewed.	This recommendation has been accepted.
16.5(e)	Constitution/reconstitution of the Hindi Salahkar Samitis should be done in time and their meetings should be held regularly.	This recommendation has been accepted with the modification that all Ministries/Departments are to constitute/reconstitute the Hindi Advisory Committee well in time and organize its meetings as per the targets fixed in the Annual Programme.

S. No.	Recommendations of the Committee	Decision
16.5(f)	The agenda of the Hindi Salahkar Samiti should include an item regarding review of progress made in the implementation of Official Language Policy in the organization under the administrative control of the concerned Ministry/ Department and proper and immediate action should be taken on the decisions taken by the Samiti so that the purpose of constituting Hindi Salahkar Samiti is fulfilled and the progressive use of Union Government's Official Language Hindi could be ensured.	This recommendation has been accepted. All Ministries/ Departments are requested to take necessary action in this regard.
16.5(g)	Heads of Offices must themselves attend meetings of the Town Official Language Implementation Committee.	This recommendation has been accepted. All Ministries/ Departments are requested to issue instructions to the Heads of their Attached/Subordinate Offices, autonomous bodies, undertakings and banks etc. to attend Town Official Language Implementation Committee meetings personally.
16.5(h)	The Head of the Office and other senior functionaries should oversee the implementation of the decisions taken in the Town Official Language Implementation Committee's meetings with sincerity.	This recommendation has been accepted. Heads of Office of all member offices of the Town Official Language Implementation Committee are requested to ensure monitoring and review of follow up action of decisions taken by the Committee.
16.5(i)	Quarterly meetings of the Town Official Language Implementation Committee should be held and the heads of Offices must themselves attend at least two meetings out of four and take measures to ensure strict compliance of the decisions taken in these meetings in their offices.	Two meetings of Town Official Language Implementation Committee are required to be held in a year. Heads of Office of all member offices may attend these meetings compulsorily. Department of Official Language may issue instructions in this regard.
16.5(j)	Three meetings of the Town Official Language Implementation Committee in a year should be held in different offices under the Chairmanship of the Head of the Committee and the last meeting should be held in the office of the Head of the Committee itself and a senior officer of the Deptt. of Official Language should also be invited to attend that meeting, so that a review regarding the activities and progress made throughout the year could be undertaken and the shortcomings observed should be brought to the notice of all concerned; and these should be overcome by a collective effort.	This recommendation has not been found acceptable. To organize Town Official Language Implementation Committee meetings at different venues is not feasible from the point of view of availability of venue and other resources.

S. No.	Recommendations of the Committee	Decision
16.5(k)	Keeping in view the large number of members of various Town Official Language Implementation Committees in the cities where only one Town Official Implementation Committee exists, such Town Official Language Implementation Committee should be divided into three sub-committees under separate conveners under the Chairman, so that a pro-Hindi atmosphere should be created and awareness of the Official Language Rules etc. in all the members offices increased.	It has been ordered on the recommendation No. 11.5.17 of the VI report of the Committee of Parliament on Official Language that all such Town Official Language Implementation Committees may be divided into two, where members are 150 or more. It is not appropriate to change the set up at this stage.
16.5(l)	Functions/Conferences may be organized every year under the Town Official Language Implementation Committee so that awareness and favourable atmosphere could be created in favour of the usage of Official Language.	This recommendation has been accepted.
16.5(m)	Official Language Implementation Committees should be set up in all offices under Chairmanship of the Head of Offices and quarterly meetings of the Committees must be convened regularly. Progress in respect of complete and incomplete works done after the last meeting should be reviewed in the ensuing quarterly meeting.	This recommendation has been accepted.
16.5(n)	Records should be maintained relating to the quarterly meetings of the Official Language Implementation Committee and decisions taken in the meetings should be implemented solemnly and attentively.	This recommendation has been accepted.
16.6(a)	Cultural programmes/seminars and "Kavi Sammelans" should be organized in the country as well as abroad, from time to time, so that Hindi could be popularized.	This recommendation has been accepted in principle. All the offices may organize cultural Programmes/Seminars as per their resources.
16.6(b)	Every Government Office should have libraries/book-clubs equipped with simple, interesting and comprehensive books in Hindi. On occasion the readers should be encouraged so as to develop an interest in reading and writing Hindi. The amount of the rewards meant to encourage the use of Hindi should be enhanced. The minimum amount should not be less than Rs.1000. The number of rewards should also be increased.	This recommendation has been accepted with the modification that all offices may spend their library grants on purchasing of Hindi Books as per the targets specified in the Annual Programme and encourage their employees to read these books. The issue of increasing the amount and number of prizes will be considered later.

S. No.	Recommendations of the Committee	Decision
16.6(e)	To ensure that there should not be any dearth of books in Hindi in the field of Science & Technology, attractive rewards should be given to the authors who write originally in Hindi. Simultaneously, keeping in view the utility of the book, provision for appropriate royalty should be made.	This recommendation has been accepted. All Ministries/ Departments may take necessary action in this regard.
16.7(a)	Department of Official Language should prepare a course to impart training for proficiency in Hindi to the officers/employees who possess the working knowledge of Hindi, and appropriate steps be taken with the help of its Regional Implementation Offices.	This recommendation has been accepted in principle. Department of Official Language may prepare appropriate course of studies with the help of Ministry of Human Resource Development.
16.7(b)	While granting permission to private publishers for publishing Government Publications, a condition be imposed on them that they will not publish such publications only in English and it should be made mandatory for them to publish these publications in Hindi and English in diglot form.	This recommendation has been accepted with the modification that all Government publications should be printed in diglot form, as far as possible.
16.7(c)	More Hindi posts are required to be created at each level.	This recommendation has been accepted. All Ministries/ Departments and offices are directed to comply with the orders issued regarding minimum Hindi posts, keeping in view the relevant orders of the Government issued in this regard.
16.7(d)	In service training for the officers of the rank of Under Secretary and above for enhancement of their managerial skills should be conducted in Hindi.	This recommendation has been accepted with the modification that all in-service Training courses be conducted primarily in Hindi and secondarily through mixed medium.
16.7(e)	To motivate the officers serving in Central Services etc., to do their work in Hindi, eminent Hindi scholars of Universities or other eminent personalities, who could present their subject in Hindi, be invited at specially organized workshops.	This recommendation has been accepted. Prominent Hindi Scholars and eminent persons may be invited to Hindi workshops.
16.7(f)	Specific targets in respect of dictation in Hindi or for other work to be done in Hindi by the officers may be included in the Annual Programme of the Department of the Official Language and it should be made mandatory for them to keep a record of this work and it should be ensured that the same is reviewed at Headquarter/Ministry level.	This recommendation has been accepted with the modification that officers provided with stenographic assistance may utilize their services fully. Department of Official Language may prescribe targets in the Annual Programme for giving dictation in Hindi by the officers.

S.No.	Recommendations of the Committee	Decision
16.8(a)	Legislative Department, while according priority to the work of providing training for original drafting in Hindi, should start it in a time-bound manner within 3 months, so that legislative drafting could be done originally in Hindi.	Similar recommendation was also made in 5th Part of the Report of the Committee of Parliament on Official Language at recommendation No. 10. The recommendation was accepted in principle and orders were issued to the effect that "Legislative Department of the Government of India should make arrangements for imparting training to legal experts/draftsmen for drafting legal materials originally in Hindi." Legislative Department may take necessary action in the light of the recommendation.
16.8(b)	For this purpose, training should be completed within a span of six months to one year. Work of legislative drafting in Hindi should commence within 2 years from the completion of training. Setting up of an Institute for this purpose may be considered.	This recommendation is accepted in principle. Legislative Department may prepare a time bound action plan for this purpose.
16.8(c)	Special incentive may be given to those, who undertake drafting in Official Language Hindi.	This recommendation has not been accepted, as draftsmen are regular Government Officials.
16.8(d)	Article 348 of the Constitution may be amended to enable the Legislative Department to undertake original Drafting in Hindi.	[d] & [e] : These recommendations may be referred to the Legislative Department with the directions to obtain the views of Law Commission of India and thereafter intimate their considered opinion on these recommendations. Final decision will be taken accordingly.
16.8(e)	After the amendment of Article 348 of the Constitution, High Courts/Supreme Court should be asked to start delivering their judgements and decrees, etc. in Hindi so that large number of Government Departments, who are carrying out judicial/quasi-judicial functions, could be able to deliver orders in Hindi. At present, these departments are unable to pass orders in Hindi, because the appeal against their orders in High Courts/Supreme Court would have to be conducted in English.	
16.9(a)	Any person from outside the Government be appointed to the post of Hindi Advisor to the Government of India; who would, not only be a permanent invitee to the Committee of Parliament on Official Language, but also be a permanent member of the Kendirya Hindi Samiti. The services of any scholar or any experienced person, as also one associated with the propagation of Hindi, should be taken for this purpose.	This recommendation is under consideration.

S. No.	Recommendations of the Committee	Decision
16.9(b)	To ensure that the daily routine work in Government Offices originates in Hindi, senior level officers may also be imparted training in Hindi. The Department of Official Language should organize workshops for Joint Secretaries and other senior officers. After organizing Hindi workshops for Ministries/Departments, similar workshops may also be organized for the senior executives of Attached/Subordinate Offices, in order to change their attitude towards work in Hindi and to ensure that these officers take part in these workshops, their attendance should be made mandatory.	This recommendation has been accepted.
16.10	In order to ensure the availability of various Codes, Rule Books and procedural literature relating to administrative and financial matters of the Central Government Offices along with the publications of other Ministries/Departments in Hindi, the Committee of Parliament on Official Language recommends as under :	
16.10(1)	Provision should be made to seek Government permission for getting the copyright by private publishers before printing of the Government publications/material; and if such a provision already exists, a condition to the effect that the publication shall be both in Hindi and English should be included therein before the permission is accorded by the Government or any office/department. If, on the basis of size etc., printing of any book/ compilation in diglot form is not feasible, in such a situation a special mention should be made on the cover page of the English edition that the Hindi version of this edition is also available with the publisher/distributor.	This recommendation has been accepted with the modification that all Government Publications may be published in diglot form, as far as possible.
16.10(2)	An additional Cell may be set up under the Ministry of Home Affairs, Department of Official Language by the Government of India and be assigned the following responsibilities :	[a] to [e] : These recommendations are under consideration.
	[a] This cell will ensure proper coordination among the original writing, translation and the publication work of Government publication of all Ministries/Departments and will also ensure easy availability of this published literature.	

S.No.	Recommendations of the Committee	Decision
16.10(3)	<p>[b] To tackle the scarcity of Hindi publications in the Ministries/ Departments/Institutes relating to Research, Science and Technology field, the cell may draw a panel consisting of experts/educationists of these areas and will ensure original writing as well as standardized translation in Hindi or the required material available in other language.</p> <p>[c] This cell will compile a list classifying all the Government publications and will bring out the same regularly. In addition to this, it will also bring out a monthly bulletin providing fresh information regarding the availability of new Hindi publications and the sources from where these are available.</p> <p>[d] For this purpose the cell will create its own website and will update it with information relating to various useful software available in the market for expansion and propagation of Hindi along-with the availability of various Government Hindi publications.</p> <p>[e] In order to ensure the availability of Hindi publications in the Ministries/Departments/Undertakings, this cell will provide all sorts of help and guidance.</p>	<p>This recommendation has been accepted.</p>
16.10(4)	<p>For effective compliance of the Official Language Policy, the Committee recommends that the Department of Official Language should bring up updated edition of the Rule Books regarding use of Hindi, biennially, and ensure appropriate planning of its circulation and distribution so that the orders and the compilations issued from time to time by the Department of Official Language become available in all the large and the small offices of the Union Government.</p> <p>The Committee would like to suggest that Government should undertake an in-depth study of the present system of the Publications Department and ensure appropriate steps to make it accountable to the Official Language Policy.</p>	<p>This recommendation has been accepted. Department of Official Language and the Publication Division, Ministry of Information and Broadcasting may take appropriate action in this regard.</p>

S.No.	Recommendations of the Committee	Decision
16.10(5)	Arrangement of early publication of new/revised editions of the Government publication duly incorporating the amendments/alterations carried out from time to time should be ensure on the pattern of Private Publications. According to information received, the printed Government compilations and their amended/updated editions are printed after a gap of years, that is why they fail to prove useful and consequently the Government offices wholly depend upon the private publications. The solution this situation must be explored and a certain time limit should be fixed for printing of the updated compilations.	This recommendation has been accepted. All Ministries may ensure appropriate action in this regard on priority.
16.10(6)	To ensure easy reading of these publications, appropriate type-set, cover and other pages etc. should be on good quality paper; selected fonts for emphatic printing be used; keeping in view their utility publications may be in different sizes; a professional approach is required to be taken in the present policy.	This recommendation has been accepted. All Ministries, particularly Ministry of Urban Development, Directorate of Printing and the Publication Division, Ministry of Information and Broadcasting may ensure action in this regard on priority.
16.10(7)	For making the Government publications more accessible the number of sales counters should be increased and by making necessary change in the present policy the assistance of private book seller/agencies may be sought for this purpose. Necessary co-ordination in Hindi translation, publications and the distribution of Government literature may be established so as to ensure their availability in every Government Office right from the Ministries to the smallest office.	This recommendation has been accepted. All Ministries, particularly Department of Official Language and Controller of Printing, Ministry of Urban Development may ensure action in this regard on priority.
16.11(a)	The committee has found that Hindi is being taught up to middle standard in one or the other way in almost all the states. The Committee recommends that this must be continued.	This recommendation has been accepted. Ministry of Human Resource Development may take appropriate action for the continuation of teaching of Hindi in secondary schools in Non-Hindi speaking States.
16.11(b)	Extensive efforts should be made in order to raise the level of Hindi in Non-Hindi speaking Union Territories.	This recommendation has been accepted. Ministry of Human Resource Development may take necessary action in this regard.

S.No.	Recommendations of the Committee	Decision
16.11(c)	The education of Hindi in all the States and Union Territories situated in Region 'B' and 'C' be started from the primary level and be made compulsory up to Class Tenth. Passing Hindi subject obtaining prescribed marks be made mandatory. Arrangements should be made to teach Hindi as an optional subject up to class 12th level. Appropriate provisions for Hindi Education be made in the next Five Year Plan. For this purpose, necessary assistance to the State Government should be provided by the Central Government.	This recommendation has been accepted in principle. Education is included in the concurrent list. Hence, Ministry of Human Resource Development may take appropriate action after consultation with the State Governments in this regard.
16.11(d)	Present arrangement of Language(s) relating to mutual correspondence among the State Governments situated in Region 'A', 'B' and 'C' States and the Union Government should be continued.	This recommendation has been accepted.
16.11(e)	Hindi Departments should be opened for Higher Education and Research in the Universities of Non-Hindi speaking States, where no such Hindi Departments are in existence. In this regard initiative should be taken by the Ministry of Human Resources Development and the University Grants Commission.	This recommendation has been accepted in principle. Ministry of Human Resource Development may take necessary action to implement this recommendation.
16.12(a)	In the context of disinvestment, the Committee recommends that the status quo with regard to the Official Language policy should be maintained in these enterprises irrespective of the Government's large or small shareholding in them.	Department of Official Language may consult with the Ministries regarding this recommendation.
16.12(b)	Correspondence in Hindi with the Government should be made mandatory for those MNC's as well as Domestic Companies who use Hindi to publicise and promote the sale of their products. At the same time the Government should also respond in Hindi.	Department of Official Language may consult with all concerned.
16.12(c)	The description on Indian goods meant for sale in foreign countries should compulsorily be given in Hindi alongwith the foreign languages.	This recommendation has been accepted in principle.

S. No.	Recommendations of the Committee	Decision
16.13(a)	Since the officers and employees, using the computer in English can be trained for using the computer in Hindi, within a maximum period of two weeks, therefore, all the officers/ employees should be imparted training to use the computer in Hindi, within a period of two years.	All Ministries may make efforts to implement this recommendation.
16.13(b)	An 'Information Technology Mission' should be set up under the aegis of the I.T. Ministry to undertake R & D projects in Hindi software. This "I.T. Mission" should also coordinate with other Government of India Departments using complex network systems viz. Railways, Posts, Banking, Telecom, Civil Aviation, Power etc. so that they can also develop their specialized software packages in Hindi.	This recommendation has been accepted. Ministry of Communications and Information Technology may take necessary action in this regard.
16.13(c)	The I.T. Ministry should also play a nodal role to ensure that all Govt. of India Departments are introducing and using only that software which can be used in Hindi.	This recommendation has been accepted. Ministry of Communications and Information Technology may take necessary action in this regard.

(Sd/-)

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