

GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS

RAJYA SABHA  
UNSTARRED QUESTION NO. 87

TO BE ANSWERED ON THE 16<sup>th</sup> NOVEMBER, 2016/KARTIKA 25, 1938 (SAKA)

GUIDELINES FOR USE OF OFFICIAL LANGUAGE HINDI

87. SHRI RAM VICHAR NETAM:

Will the Minister of HOME AFFAIRS be pleased to state:

(a) whether Government has issued any guidelines for use of official language Hindi in all the Ministries, Banks, PSUs and Government offices;

(b) if so, the details thereof and the guidelines issued during the last three years and the current year for promoting official language Hindi;

(c) whether Government has conducted any assessment for promoting the official language Hindi particularly in South India and North-Eastern States and if so, the details thereof; and

(d) the details of steps taken for the compliance of said guidelines?

ANSWER

MINISTER OF STATE IN THE MINISTRY OF HOME AFFAIRS  
(SHRI KIREN RIJJU)

(a) Yes, Sir. An Annual Programme is issued by the Department of Official Language every year wherein targets are assigned to work in Official Language Hindi in Ministry, Department, Public Sector Undertakings, Banks etc. of the Central Government.

(b) Annual Programme for current year and for last three years is annexed.

(c) No, Sir. The Department of Official Language carries out the assessment of use of Hindi language region wise (In A, B and C regions) across the country. Along with some other states all States of Southern India come under 'C' region.

(d) The Government undertakes the following steps to promote the use of Hindi in Government Offices and Public Sector Undertakings (PSUs):-

- (i) Quarterly progress reports regarding progressive use of Official Language Hindi are received and reviewed at the end of each quarter.
- (ii) An Annual Programme is issued by the Department of Official Language every year wherein targets are fixed for central government offices for the use of official language Hindi.
- (iii) Achievements regarding compliance of Annual Programme are laid on the Table of both the Houses of the Parliament in the form of Annual Assessment Report.
- (iv) The Department of Official Language conducts training for Central Government employees in Hindi language, Hindi typing, translation and the use of Hindi on computer courses through its subordinate offices viz 'Central Hindi Training Institute' and 'Central Translation Bureau'.
- (v) Official Language Implementation Committees are constituted in Central Government offices etc. to review the progressive use of Official Language Hindi.

- (vi) Town Official Language Implementation Committees have been formed at town level to review the progressive use of Hindi in Central Government Offices etc.
- (vii) Hindi Salahkar Samitis are constituted in Ministries/Departments to provide necessary guide lines.
- (viii) The officers of 08 Regional Implementation Offices of Department of Official Language ensure compliance of official language policy through Official Language inspections etc.
- (ix) The Official Language Policy of Union is based on inspiration, incentive and goodwill. Therefore, various incentive schemes are being implemented by the Department of Official Language for Government of India offices/personnel to promote the use of Hindi.

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**Annual Programme for 2013-14 for use of Hindi**

S.NO	DETAILS OF WORKS	'A' REGION		'B' REGION		'C' REGION	
1.	Originating Correspondence in Hindi (including Telegram, Wireless, Telex, FaxE-mail etc.	1. From A to A	100%	1. From B to A	90%	1. From C to A	55%
		2. From A to B	100%	2. From B to B	90%	2. From C to B	55%
		3. From A to C	65%	3. From B to C	55%	3. From C to C	55%
		4. From Region A to Offices/ Individual in States / UTs of A & B region	100%	4. From Region B to Offices Individuals in States / UTs of A & B region	100%	4. From Region C to Offices/ Individuals in States / UTs of A & B region	85%
2.	Letters received in Hindi to be answered in Hindi	100%		100%		100%	
3.	Noting in Hindi	75%		50%		30%	
4.	Recruitment of Hindi Typists & Stenographer	80%		70%		40%	
5.	Dictation in Hindi/ Direct Typing on Key-Board (self or by the Asstt.)	65%		55%		30%	
6.	Hindi Training (Language, Typing/ Stenography)	100%		100%		100%	
7.	Preparation of Bilingual Training Material	100%		100%		100%	
8.	Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages.out of the total Library grant, excluding journals and standard reference books	50%		50%		50%	
9.	Purchase of all electronic Equipment, including computers in bilingual form.	100%		100%		100%	
10.	Website.	100% (bilingual)		100% (bilingual)		100% (bilingual)	
11.	Citizen Charter and display of Public interface information Board	100% (bilingual)		100% (bilingual)		100%(bilingual)	
12.	{I} Inspection by Ministries/ Departments/ Offices of their offices located outside their Headquarters & by the officers (DS/Dir/JS) of DOL (% of Offices)	25% (minimum)		25% (minimum)		25% (minimum)	

{II} Inspections of sections at Headquarters. 25% (minimum) 25% (minimum) 25% (minimum)

{III} Joint inspections by the officers concerned & those of the Deptt. of Official Language Of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government. At least one inspection in a year.

13. Meetings regarding Official Language

{A} Hindi SalahakarSamiti 02 meetings in a year (minimum)

{B} Town Official Language Implementation Committee. 02 meetings in a year (One meeting every 6 months)

{C} Official Language Implementation Committee. 04 meetings in a year (One meeting every quarter)

14. Translation of Codes, Manuals, Forms, Procedural literature. 100%

15. Sections of the Ministries/ Departments/offices/Banks/ Undertakings where entire work to be done in Hindi. A Region 40% B Region 30% and C Region 20%

(Minimum Section)

40% in 'A' Region, 25% in 'B' Region and 15% in 'C' Region Work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of section.

**Annual Programme for 2014-15 for use of Hindi**

<b><u>S.NO</u></b> <b><u>DETAILS OF WORKS</u></b>	<b><u>'A' REGION</u></b>	<b><u>'B' REGION</u></b>	<b><u>'C' REGION</u></b>
1. Originating Correspondence in Hindi (including Telegram, Wireless, Telex, Fax, E-mail etc.	1. From A to A 100% 2. From A to B 100% 3. From A to C 65% 4. From Region A 100% to Offices / Individuals in states / UTs of A & B region	1. From B to A 90% 2. From B to B 90% 3. From B to C 55% 4. From Region B 100% to Offices/ individuals in States / UTs of A & B region	1. From C to A 55% 2. From C to B 55% 3. From C to C 55% 4. From Region C 85% to Offices/ individuals in States/UTs of A & B region
2. Letters received in Hindi to be answered in Hindi	100%	100%	100%
3. Noting in Hindi	75%	50%	30%
4. Recruitment of Hindi Typists & Stenographers.	80%	70%	40%
5. Dictation in Hindi/ Direct Typing on Key-Board (self or by the Asstt.)	65%	55%	30%
6. Hindi Training (Language, Typing/ Stenography)	100%	100%	100%
7. Preparation of Bilingual Training Material	100%	100%	100%
8. Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages. Out of the total Library grant ,excluding journals and standard reference books	50%	50%	50%
9. Purchase of all electronic equipments, including computers in bilingual form.	100%	100%	100%
10. Website.	100%(bilingual)	100%(bilingual)	100%(bilingual)
11. Citizen Charter and display of Public interface information Board.	100%(bilingual)	100%(bilingual)	100%(bilingual)
12. {I} Inspection by Ministries/ Departments/Offices of their offices located outside their Headquarters & by the officers (DS/Dir/JS) of DOL (% of Offices)	25%(minimum)	25% (minimum)	25%(minimum)
{II} Inspections of sections at Headquarters.	25%(minimum)	25%(minimum)	25%(minimum)

{III} Joint inspections by the officers concerned & those of the Deptt. of Official Language of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government.

At least one inspection in a year.

13. Meetings regarding Official Language

{A} Hindi Salahakar Samiti

02 meetings in a year (minimum)

{B} Town Official Language Implementation Committee.

02 meetings in a year (One meeting every 6 months)

{C} Official Language Implementation Committee.

04 meetings in a year (One meeting every quarter)

14. Translation of Codes, Manuals, Forms, Procedural literature.

100%

15. Sections of the Ministries/ Departments/offices/Banks/ Undertakings where entire work to be done in Hindi.

A Region  
40%

B Region  
30%

C Region  
20%

(Minimum Section)

40% in 'A' Region, 25% in 'B' Region and 15% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of section.

**Annual Programme for 2015-16 for use of Hindi**

S.NO	DETAILS OF WORKS	'A' REGION		'B' REGION		'C' REGION	
1.	Originating Correspondence in Hindi (including Telegram, Wireless, Telex, Fax E-mail etc.	1. From A to A	100%	1. From B to A	90%	1. From C to A	55%
		2. From A to B	100%	2. From B to B	90%	2. From C to B	55%
		3. From A to C	65%	3. From B to C	55%	3. From C to C	55%
		4. From Region A to Offices/ Individual in States / UTs of A & B region	100%	4. From Region B to Offices Individuals in States / UTs of A & B region	100%	4. From Region C to Offices/ Individuals in States / UTs of A & B region	85%
2.	Letters received in Hindi to be answered in Hindi	100%		100%		100%	
3.	Noting in Hindi	75%		50%		30%	
4.	Recruitment of Hindi Typists & Stenographer	80%		70%		40%	
5.	Dictation in Hindi/ Direct Typing on Key-Board (self and by the Asstt.)	65%		55%		30%	
6.	Hindi Training (Language, Typing/ Stenography)	100%		100%		100%	
7.	Preparation of Bilingual Training Material	100%		100%		100%	
8.	Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages.out of the total Library grant, excluding journals and standard reference books	50%		50%		50%	
9.	Purchase of all electronic Equipment, including computers in bilingual form.	100%		100%		100%	
10.	Website.	100% (bilingual)		100% (bilingual)		100% (bilingual)	
11.	Citizen Charter and display of Public interface information Board	100% (bilingual)		100% (bilingual)		100% (bilingual)	
12.	{I} Inspection by Ministries/ Departments/ Offices of their offices located outside their Headquarters & by the officers (DS/Dir/JS) of DOL (% of Offices)	25% (minimum)		25% (minimum)		25% (minimum)	

{II} Inspections of sections at Headquarters. 25% (minimum) 25% (minimum) 25% (minimum)

{III} Joint inspections by the officers concerned & those of the Deptt. of Official Language Of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government. At least one inspection in a year.

13. Meetings regarding Official Language

{A} Hindi Salahakar Samiti 02 meetings in a year (minimum)

{B} Town Official Language Implementation Committee. 02 meetings in a year (One meeting every 6 months)

{C} Official Language Implementation Committee. 04 meetings in a year (One meeting every quarter)

14. Translation of Codes, Manuals, Forms, Procedural literature. 100%

15. Sections of the Ministries/ Departments/offices/Banks/ Undertakings where entire work to be done in Hindi. A Region 40% B Region 30% C Region 20%

(Minimum Section)

40% in 'A' Region, 25% in 'B' Region and 15% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of section.

**Annual Programme for 2016-17 for use of Hindi**

S.NO	DETAILS OF WORKS	'A' REGION		'B' REGION		'C' REGION	
1.	Originating Correspondence in Hindi (including E-mail Fax, wireless messages etc	1. From A to A	100%	1. From B to A	90%	1. From C to A	55%
		2. From A to B	100%	2. From B to B	90%	2. From C to B	55%
		3. From A to C	65%	3. From B to C	55%	3. From C to C	55%
		4. From Region A to Offices/ Individual in States / UTs of A & B region	100%	4. From Region B to Offices Individuals in States / UTs of A & B region	100%	4. From Region to Offices/ Individuals in States / UTs of A & B region	85%
2.	Letters received in Hindi to be answered in Hindi	100%		100%		100%	
3.	Noting in Hindi	75%		50%		30%	
4.	Recruitment of Hindi Typists & Stenographer	80%		70%		40%	
5.	Dictation in Hindi/ Direct Typing on Key-Board (self and by the Asstt.)	65%		55%		30%	
6.	Hindi Training (Language, Typing/ Stenography)	100%		100%		100%	
7.	Preparation of Bilingual Training Material	100%		100%		100%	
8.	Expenditure for the purchase of Hindi books etc., including digital matters i.e., Hindi e-books, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages.out of the total Library grant, excluding journals and standard reference books	50%		50%		50%	
9.	Purchase of all electronic Equipment, including computers in bilingual form.	100%		100%		100%	
10.	Website.	100% (bilingual)		100% (bilingual)		100% (bilingual)	
11.	Citizen Charter and display of Public interface information Board	100% (bilingual)		100% (bilingual)		100%(bilingual)	
12.	{I} Inspection by Ministries/ Departments/ Offices of their offices located outside their Headquarters & by the officers (DS/Dir/JS) of DOL (% of Offices)	25% (minimum)		25% (minimum)		25% (minimum)	

{II} Inspections of sections at Headquarters. 25% (minimum) 25% (minimum) 25% (minimum)

{III} Joint inspections by the officers concerned & those of the Deptt. of Official Language Of Foreign based Undertakings/Offices etc. owned or controlled by the Central Government. At least one inspection in a year.

13. Meetings regarding Official Language

{A} Hindi Salahakar Samiti 02 meetings in a year (minimum)

{B} Town Official Language Implementation Committee. 02 meetings in a year (One meeting every 6 months)

{C} Official Language Implementation Committee. 04 meetings in a year (One meeting every quarter)

14. Translation of Codes, Manuals, Forms, Procedural literature. 100%

15. Sections of the Ministries/ Departments/offices/Banks/ Undertakings where entire work to be done in Hindi. A Region 40% B Region 30% C Region 20%

(Minimum Section)

40% in 'A' Region, 25% in 'B' Region and 15% in 'C' Region work may be done in Hindi for those Public Sector Undertakings/ Corporations where there is no concept of section.