



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

संघ का राजकीय कार्य हिंदी में करने के लिए

वार्षिक कार्यक्रम

2022-23

**ANNUAL PROGRAMME**

FOR TRANSACTING THE OFFICIAL WORK OF THE UNION IN HINDI

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

राजभाषा विभाग

DEPARTMENT OF OFFICIAL LANGUAGE

[www.rajbhasha.gov.in](http://www.rajbhasha.gov.in)

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## Foreword

The Official Language Resolution dated 18<sup>th</sup> January, 1968 as adopted by both the Houses of Parliament states:

“This House resolves that a more intensive and comprehensive programme shall be prepared and implemented by the Government of India for accelerating the spread and development of Hindi and its progressive use for the various official purposes of the Union and an Annual Assessment Report giving details of the measures taken and the progress achieved shall be laid on the Table of both Houses of Parliament and sent to all State Governments.”

2. It is in consonance with the provisions of the said Resolution that an Annual Programme for the promotion and progressive use of the Official Language Hindi is prepared by Department of Official Language every year for implementation by the Central Government Offices. The Annual Programme for the year 2022-23 is being issued in the same context. The demarcation of States/Union Territories of the country into three Regions has been done on the basis of the extent to which Hindi is spoken and written in the given Region. The details of three Regions viz. ‘A’, ‘B’ and ‘C’ are as follows:

Region	States/Union Territories falling in the Region
‘A’	States of Bihar, Chhattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh and Uttarakhand and National Capital Territory of Delhi and Andaman & Nicobar Islands Union Territory.
‘B’	States of Gujarat, Maharashtra and Punjab and Union Territories of Chandigarh, Daman & Diu and Dadra & Nagar Haveli.
‘C’	All other States or Union Territories not included in the ‘A’ and ‘B’ Regions.

3. The use of Hindi in the Government Offices has increased but substantial business is still being done in English. The objective of Official Language policy is that normally Hindi be used in all Government business to the maximum extent possible. This will be in keeping with the spirit of the Constitution. Needless to say that doing official work in the peoples’ language will speed-up development and bring transparency in administration.

4. Under the able guidance and inspirational leadership of Hon’ble Prime Minister Shri Narendra Modi and Hon’ble Home Minister Shri Amit Shah, the Department of Official Language has converted the Covid challenge into an opportunity by introducing the following activities:-

- (a) Two training institutes of Department of Official Language - Central Hindi Training Institute and Central Translation Bureau have started imparting training for Hindi language/Hindi typing/Hindi Stenography/Hindi Translation through electronic platform (E-training).
- (b) Regional Implementation Offices (RIOs) of Department of Official Language have started virtual inspections through digital platforms (E-inspection).

- (c) Hindi Workshops and Town Official Language Implementation Committee (TOLIC) meetings are being held through information and Communication technology (ICT). (e-meetings)
- (d) The e-Patrika Pustakalaya Platform at [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in), the official website of DOL has been launched to facilitate seamless and hassle free reading of In-house magazines of various Central Government Organizations.

5. The Department of Official Language on the occasion of Amrit Mahotsav of the country's independence organized first All India Official Language Conference on November 13-14, 2022 at Varanasi very successfully under the leadership of Hon'ble Home and Cooperation Minister. The department hopes that the official language personnel will get inspiration and encouragement from such events.

6. In the present era, it is essential for development of any language to associate it with Information Technology. With the expansion of technology and its ever-increasing access to the people, it is now becoming easier to use more and more Hindi in scientific and technical subjects in almost all central government offices.

7. The following points in the Annual Programme need to be paid utmost attention:-

(i) The Policy of the Govt. with regard to the propagation and spread of the Official Language is that the use of Hindi as Official Language may be increased with motivation, encouragement and goodwill. At the same time, the Rules and Orders should be strictly complied with. In this context it may be mentioned here that under Rule 12 of the Official Language Rules, 1976; it is the responsibility of the Administrative Head of each Central Govt. office to ensure that the directions issued under the O.L. Act and O.L. Rules are adequately complied with. If an officer or employee knowingly (deliberately) contravenes the provisions regarding the Official Language, action may be taken on the basis of the contravention of the rules and orders relating to the case.

(ii) It is necessary that Presidential Orders issued on all the nine volumes of the Report of the Committee of Parliament on Official Language be complied with by the Central Government Offices.

(iii) Necessary steps should be taken to get Scientific and Technical literature prepared in Hindi by the concerned Departments and made available for the use of public.

(iv) Not only should the training of Hindi language, Hindi typing/stenography be expedited, but all the personnel who have received training should also be motivated and directed to make maximum use of Hindi language, Hindi typing/stenography.

(v) Central Government Offices should regularly nominate their employees to the different training programmes of the Department of Official Language and direct them to be present in the classes regularly and to complete training with sincerity and sit for examinations. Any instance of discontinuing training or not sitting for examinations should be severely dealt with.

- (vi) Central Government Offices should, at their training institutes for Central Services, make arrangements for training in Rajbhasha Hindi, at par with the level of arrangements at Lal Bahadur Shastri National Academy of Administration, Mussoorie and prepare literature on their subjects in Hindi so that after training the officers/employees may be able to carry out their work in Hindi easily. In all the training programmes of the Central Govt., targets for imparting training through Hindi medium compulsorily, have been fixed for the region 'A', 'B', 'C' in this Annual Programme. Necessary guidelines are required to be issued to the respective training centers for compliance in this regard.
- (vii) All the Officials should be made acquainted with the Official Language Policy by conducting workshops in every quarter so that they may discharge their responsibilities effectively.
- (viii) Central Government Offices should organize seminars relating to their subjects in Hindi medium.
- (ix) It should be ensured that the officers/employees who have won prizes in various competitions during the Hindi fortnight, do their maximum official work originally in Hindi.
- (x) Periodic Official Language Inspections of the Central Government Offices should be conducted by concerned officers of Ministries/Departments as well as by the Senior Officers (DS/Dir./JS) of Department of Official Language.
- (xi) A Joint Town Official Language Implementation Committees (TOLIC) Website has been created by the Department of Official Language for TOLICs working all over the country (<http://narakas.rajbhasha.gov.in>). This website is totally free of cost. All the TOLICs should share data (information) related to their TOLICs on this website. The objective of formation of TOLICs is to provide a joint forum for encouraging the use of Official Language in the Central Government Offices across the country and for removing the difficulties being faced in the implementation of the Official Language Policy. In this forum, the members of TOLIC can improve the level of their achievements through deliberations and exchange the information about the best practices adopted by them for increasing the use of Hindi. In a year, two meetings of the committee are to be organized. The Administrative Heads of the Central Government Offices located in the particular town are required to personally attend the meetings of the committee. Under Rule 12 of the Official Languages Rules, 1976, Administrative Head has been entrusted with the responsibility for the implementation of the Official Language Policy of the Union and compliance of the orders issued by Department of Official Language in this regard from time-to-time. Officers of the Department of the Official Language (Hqrs)/ Regional Implementation Offices attend these meetings. The TOLIC which performs the best in increasing the use of Official Language as per the norms fixed by the Department of the Official Language is awarded with "Rajbhasha Kirti Puraskar" at National level and "Rajbhasha Regional Puraskar" at Regional level. In order to conduct the proceedings properly, checklist of the relevant points to be considered in the meetings of the TOLIC is provided at the time of formation of the TOLIC.
- (xii) Efforts should be made according to the rules for formation of Town Official Language Implementation Committee in the cities of the country where Town Official Language Implementation Committee has not been formed yet.

- (xiii) The Quarterly Progress Report should be sent to the Department of Official Language online within 30 days from the completion of the quarter. Similarly, Annual Assessment Report should also be made available by 30<sup>th</sup> June. All Central Government Offices are required to send Quarterly Progress Report and Annual Assessment Report online only. The system is available at the Department's website [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in).
- (xiv) Ministries/Departments have to ensure constitution/re-constitution of Hindi Advisory Committees at the earliest and ensure holding of their meetings regularly. In these meetings, the checklist of important points provided by the Department of Official Language for the consideration of the members should be kept in view. This checklist is available on the website of the Department of Official Language at [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in). Decisions taken in the meetings must be implemented.
- (xv) The advertisements published by the Central Government Offices etc. in English/Regional Languages shall mandatorily be published in Hindi also. When advertisements are given in English newspapers, then at the end of the advertisement, it should be invariably mentioned that the Hindi version of the Notification/Advertisement/Vacancy related circular is available on the website. Full link related to this information should also be provided.
- (xvi) The Central Government Offices should ensure that all the computers have Unicode installed on them so that work in Hindi may be done on the computers.
- (xvii) It should also be ensured that all the officers/staff associated with translation work make maximum use of 'Kanthastha' software/tool developed by the Department of Official Language and feed the repetitive tasks into it.
- (xviii) Efforts are also being made to upgrade 'Leela Rajbhasha' and 'Leela Pravah' in collaboration with Central Hindi Institute, Ministry of Education and C-DAC, Pune. It should be used more and more by non-Hindi speaking people.

I am not only hopeful but confident that all the Central Ministries/Departments, Offices, Public Sector Banks and Central Undertakings etc. will provide greater impetus to Hindi in their day to day work as per the constitutional and statutory obligations regarding the use of official language and will make voluntary efforts towards fulfillment of the targets mentioned in the Annual Program for the year 2022-23.

March , 2022



MINISTER OF STATE (A.M)

MINISTRY OF HOME AFFAIRS  
GOVERNMENT OF INDIA

## Important Directions regarding Official Language Policy

1. Under Section 3(3) of the Official Languages Act, 1963, Resolutions, General Orders, Rules, Notifications, Administrative and Other Reports, Press Communiqués, Administrative and Other Reports and Official Papers to be laid before a House or Houses of Parliament, Contract, Agreements, Licenses, Permits, Tender Notices and Tender Forms should invariably be issued bilingually both in Hindi and English. Under Rule 6 of the Official Language Rules, 1976, it shall be the responsibility of the person signing such documents to ensure that such documents are prepared, executed or issued in both Hindi and English languages.
2. As per Rule 5 of Official Language Rules, 1976, communications received in Hindi are to be replied in Hindi only by the Central Government Offices.
3. Under Rule 10(4) of Official Language Rules, 1976, the Central Government Offices are required to notify the names of the offices in the official gazette, wherein 80% of the staff have acquired working knowledge of Hindi. The following items of work should be done in Hindi in the branches of the banks notified under Rule 10 (4) of the Official Language Rules, 1976:-  
  
'Demand Drafts issued on applications filled in Hindi by customers and on applications filled in English with the consent of customers. Payment Order, Credit Card, Debit Card, all kinds of lists, returns, fixed deposit receipts, communications etc. regarding cheque-book, entries in daily Ledger, Muster Roll, Dispatch Book, Pass Book, entries in Log Book, work relating to priority areas, security and customer services, opening of new accounts, writing addresses on envelopes, work relating to travelling allowance, leave, provident fund, house building advance, documents related to medical facilities for the employees, agenda and minutes of the meetings.'
4. Under Rule 8 (4) of the Official Language Rules, 1976, the Central Government Offices to issue orders for the employees of the notified offices who have proficiency in Hindi to work only in Hindi for noting, drafting and for such other official purposes as specified in the order.
5. As per Rule 11 of the Official Language Rules, 1976, all manuals, codes and procedural literature, the forms and headings of registers, name plates, sign boards, letter heads and inscriptions on envelopes and other items of stationary shall be in Hindi and in English. Accordingly, the Central Government Offices are required to send all manuals, codes and other procedural literature relating to Non-Statutory procedural literature to Central Translation Bureau for translation.
6. Rule 12 of the Official Language Rules, 1976 requires the Administrative Head of each Central Government Office to ensure that the provisions of the Official Languages Act, Official Language Rules and directions issued thereunder are properly complied with and to devise suitable and effective check points for this purpose.

7. The Department of Official Language, Ministry of Home Affairs has re-emphasized on the suggestions given by the Hon'ble Prime Minister in the minutes of the 31st meeting of the Central Hindi Committee. These suggestions are: - To reduce the gap between official Hindi and Hindi used by public, to take measures to further enrich Hindi through other languages of the country, to adopt good words from other languages in Hindi, to add good words in Hindi from other Indian languages to ensure translation in Hindi in simple language so that official language is not a hindrance but a help in the propagation of Hindi.
8. The Department of Official Language has urged all the Secretaries to the Government of India/Heads of various Government Organizations that when they preside over the meeting of senior officers every month, they should also review the progress made in official work in Hindi in them and discuss about the implementation of various provisions of Official Languages Act and Rules in their organization. In addition, the Joint Secretary (Administration) / Administrative Head of the organization should be entrusted with the responsibility of Hindi implementation and to preside over the meeting of the Official Language Implementation Committee in every quarter of the year.
9. The Official Language Cadre should be constituted in the Offices/Undertakings/Banks etc. and it should be in conformity with the total posts. The Hindi officers of the subordinate offices of the Ministries/Departments should be given the same pay scale and designation as the Central Secretariat Official Language Service Cadre.
10. The answers of question papers, except that of the compulsory paper of English, should also be allowed to be written in Hindi in recruitment examinations of subordinate services and such question papers should be made available both in Hindi and English. In interview or oral test, the candidates may be allowed the option to answer in Hindi.
11. The candidates should have the option to answer the question papers of all in-service, departmental and promotion examinations (including All India Level Examinations) conducted by the Central Government Offices, in Hindi. The question papers should compulsorily be set in both the languages, Hindi and English. In interviews, the candidates may be allowed to answer the questions in Hindi.
12. Scientists etc. should be motivated and encouraged to read their research papers in the Official Language Hindi in all the scientific/technical seminars and discussions etc. Research papers should relate to the main subjects of the Ministry/ Department and Office concerned.
13. The Central Government Offices may organize Hindi Seminars.
14. Every type of training, whether of long-term or of short term, generally be imparted through Hindi medium in 'A' and 'B' Regions. To impart training in 'C' Region, the training material be prepared both in Hindi and English and made available to the trainees in Hindi or English as per their requirements.
15. No Non-Governmental Organization has been authorized to impart training of Official Language to the employees of Central Government Offices by the Department of Official Language,



Ministry of Home Affairs. Sufficient number of training centers across the country are functioning under the Department of Official Language and they impart various types of training to the officers and employees of the Central Government free of cost and they also organize workshops for deliberations on Official Language. As per the directions of Department of Official Language, all the Central Government Offices organize workshops for encouraging the use of Official Language in their respective offices. Besides English, the facility of imparting online training of Hindi language through 14 Indian languages is available on the website of Department of Official Language. Thus, it is not appropriate to incur infructuous expenditure from the Government exchequer for participation in Official Language training and workshops organized by NGOs.

16. To overcome the difficulties faced by various offices in doing the official work in Hindi, new guidelines have come into effect forthwith to organize Hindi workshops. According to new guidelines, the duration of workshop should be minimum one working day. Minimum two third of the time of workshop shall be devoted to the actual practice of doing the official work in Hindi on the subjects related to that office.
17. On the demand of Central Government offices, Central Hindi Training Institute imparts training for Hindi language, Hindi typing and Hindi Stenography through video conferencing also. Similar arrangements have also been made by Central Translation Bureau for imparting training to translators.
18. So long as the prescribed targets regarding Hindi typists and Hindi stenographers are not achieved in the Central Govt. offices, only Hindi typists and Hindi stenographers should be recruited.
19. Officers/ employees associated with translation work & implementation of Official Language Policy may be nominated for compulsory Translation Training in the Central Translation Bureau. Officers/ employees having knowledge of Hindi and English both at degree level whose services are likely to be utilized for translation work by the office may also be nominated for translation training.
20. Translators should be helped out with aids like, standard dictionaries (English-Hindi, Hindi-English) and other technical glossaries.
21. The officers of IAS and other All India Services are imparted compulsory training in Hindi during their training in Lal Bahadur Shastri National Academy of Administration, Mussoorie so that they could make use of it in official work. However, most of the officers do not use Hindi in their official work after joining the service. As such, officials/employees working under them do not get the right message. Consequently, Hindi is not used in official work to the extent required. It is the constitutional obligation on senior officers of the Central Government Offices to make progressive use of Hindi in their official work. This in turn will motivate the officials/employees working under them, thereby giving impetus to the compliance of the Official Language Policy.
22. All the Central Government Offices should widely promote and propagate the various incentive schemes in their Offices in order to accelerate the use of Hindi, so that maximum number of officials/employees are benefited by these schemes and maximum official work should be done in Hindi.

23. All the Central Government Offices should encourage writing of original books in Hindi on subjects concerned and take necessary steps to enrich their Departmental Glossaries.
24. Hindi magazines are being published by the Central Government Offices to generate working environment in Hindi. General activities and original articles pertaining to the particular office should be published in these magazines. Main provisions of Official Language Policy may also be mentioned in these magazines. The Central Government Offices are required to bring out e-version of these magazines and to upload them on the 'E-Patrika Pustakalaya' platform provided by the Department of Official Language to facilitate smooth access of the In-house magazines to the readers.
25. It has been noticed that in the website of many Departments, information in Hindi is not being provided or in some cases it is not available completely in Hindi. Website should therefore be developed and updated in Hindi.
26. The Department of Official Language, every year conducts Basic Computer Training Programmes in Hindi through Central Hindi Training Institute and the duration of each programme is five days. Maximum number of officers/employees may be nominated for these training programmes. Trainees will be able to work in Hindi on computer after completion of the training programme. Details of the programmes are available at the website of the Central Hindi Training Institute at [www.chti-rajbhasha.gov.in](http://www.chti-rajbhasha.gov.in).
27. The Department of Official Language bestows the '**Rajbhasha Gaurav Puraskar**' with an objective to encourage writing books originally in Hindi in various streams of contemporary knowledge/science and to promote use of official language Hindi. "**Rajbhasha Kirti Puraskar**" are given by the Department of Official Language to Ministries/Departments, Public Sector Undertakings, Boards/Autonomous Bodies/Trusts etc., Nationalized Banks, Town Official Language Implementation Committees and in-house Hindi Magazines which register significant progress in the use of Official Language. Information about these two award schemes is available at the website of Department of Official Language [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in).
28. The Department of Official Language, in its website, has provided the links of various institutions through which one can see the glossary of those institutions. If any office has prepared its own glossary, it may be shared with this Department so that others may also take advantage of it.
29. Hindi translation of the generally used English sentences has been provided by the Department of Official Language on its website under the heading "**E-Saral Hindi Vakyakosh**" so that officers may write noting in Hindi on files easily by using them.
30. International Treaties and Agreements should invariably be prepared both in Hindi as well as in English. There should be authentic translations of Treaties and Agreements entered into in other countries and they should be kept on file for record.
31. In non-Hindi speaking States, respective Regional Language, Hindi and English should be used in this order for boards, sign boards, name plates and directional indicators.

32. The officers/employees handling Hindi work including training and workshops should also be provided good and sufficient space and other necessary facilities to sit in the office to facilitate them to discharge their duties properly.

33. Emphasis should be given on the use of popular words in our routine work so that citizens have an access to Government Policies/Programmes in simple Hindi language.

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## Annual Programme for 2022-23 for use of Hindi

<u>S.NO</u>	<u>DETAILS OF WORK</u>	<u>'A' REGION</u>		<u>'B' REGION</u>		<u>'C' REGION</u>	
1.	Originating Correspondence in Hindi (including E-mail)	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/ Individuals in States / UTs of A & B region	100%	4. From Region B to Offices Individuals in States / UTs of A & B region	90%	4. From Region C to Offices/ Individuals in States / UTs of A & B region	55%
2.	Letters received in Hindi to be answered in Hindi		100%		100%		100%
3.	Noting in Hindi		75%		50%		30%
4.	Training Programme through Hindi Medium		70%		60%		30%
5.	Recruitment of employees utilized for Hindi Typing & Stenographers		80%		70%		40%
6.	Dictation in Hindi/ Direct Typing on Key-Board (self and by the Asstt.)		65%		55%		30%
7.	Hindi Training (Language, Typing/ Stenography)		100%		100%		100%
8.	Preparation of Bilingual Training Material		100%		100%		100%
9.	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%
10.	Purchase of all electronic equipment including computers in bilingual form.		100%		100%		100%

11. Website bilingual	100%	100%	100%
12. Citizen Charter and display of Public interface information Board bilingual	100%	100%	100%
13. {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%
{II} Inspections of sections at (minimum) Headquarters.	25% (minimum)	25% (minimum)	25%
{III} Joint inspections by the officers concerned & those of the Departments of Official Language of Foreign based Undertakings/ Offices etc. owned or controlled by the Central Government.	At least one inspection in a year.		
14. Meetings regarding Official Language			
{A} Hindi Salahakar Samiti	02 meetings in a year		
{B} Town Official Language months) Implementation Committee.	02 meetings in a year (One meeting in every six months)		
{C} Official Language quarter) Implementation Committee.	04 meetings in a year (One meeting in every quarter)		
15. Translation of Codes, Manuals, Forms, Procedural literature.	100%	100%	100%
16 Sections of the Ministries/ Departments/ Offices/ Banks/ Undertakings where entire work to be done in Hindi.	40%	30%	20%

(Minimum Sections)

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 sections.

## PROGRAMME FOR FOREIGN BASED INDIAN OFFICES

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| (A) | Correspondence in Hindi<br>(Including offices of Central Government located in India/abroad)   | 50%  |
| (B) | File noting in Hindi   | 50%  |
| (C) | Number of TOLIC meetings in a year<br>(A TOLIC is to be constituted if 7 offices of Central Govt. or more are present in a town)                                       | One meeting in a year.   |
| (D) | (Number of DOLIC (Departmental Official Language Implementation Committee) meetings in a year.<br>A DOLIC is to be constituted in the chairmanship of head of office.) | One meeting in each quarter.   |
| (E) | Availability of all bilingual electronic equipment including computers.  | 100%   |
| (F) | Employees of Hindi Typing /Stenographer  | Minimum one in each office   |
| (G) | Arrangement of Interpreters  | Arrangements of interpreters be made from local language to Hindi & vice-versa in every Mission/Embassy. |