

No. I/14013/07/2010-OL (Policy-1)

Govt. of India

Ministry of Home Affairs

Department of Official Language

Lok Nayak Bhavan, Khan Market

New Delhi, Dated 07 April, 2011

**Office Memorandum**

Sub: Use of languages, other than Hindi and English, recognized for use for official purposes by the State Governments having Hindi as their first Official Language, on Boards, sign-boards, Name-plates, and Directional Signs.

The matter of use of languages, other than Hindi and English, recognized for use for official purposes, in the Hindi-speaking States i.e. States located in Region A (these States have Hindi as their Official Language) on Boards, Sign-boards, Name-plates and Directional Signs have received careful consideration, keeping all relevant aspects in view.

2. Taking into consideration the public convenience and welfare of the large sections of our society living in the said States, it has been decided that all Central Government Offices, and Public Sector Banks and Undertaking shall write, print, paint, inscribe or emboss the information on Boards, Sign-boards, Name-plates and Directional Signs in language/s, other than Hindi, recognized for use for official purposes in the given State/s, in addition to Hindi and English. The font sizes of the texts of all the languages will be of the same size.

3. The Boards, Sign-boards, Name-plates and Directional Signs will be written/printed/painted/inscribed/embossed in Hindi first. The order of the other language/s, including English, will be determined by the Department concerned or the State concerned.

4. As for the use of languages on Boards, Sign-boards, Name-plates and Directional Signs in the non-Hindi speaking States i.e. States located in Regions B and C, the instructions contained in the OM No.I/14013/5/76-OL(A1) dated 18.06.1977 which require the use of Regional Language, Hindi and English, in that order, on the stated media, will continue to hold good.

5. These orders come into force with immediate effect.

Rakesh Kumar

Director (Technical & Policy)

1. (a) Secretaries of all Departments and Ministries, Government of India with the request that a copy of these instructions be circulated to all Subordinate/Attached offices, and autonomous undertaking under the control of their Departments, and that immediate compliance by organizations having significant public interface e.g. Railways, Airport Authority of India, MTNL and BSNL etc. be particularly ensured.

(b) Secretary, Financial Services with the request to circulate these instructions immediately to all Chairpersons of Public Sector Banks, Insurance Companies and other organizations rendering financial services in the said States.

2. All Secretaries (Official Languages) of the States in Regional 'A' i.e. Bihar, Chhattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh and Uttarakhand, UT Administration of Andaman & Nicobar Islands, and Government of NCT of Delhi.

3. Chairmen of all Town Official Language Implementation Committees (TOLICs) in the above-referred to States.

4. Ministry of Railways (Railway Board), New Delhi with reference to their OM No.Hindi2010/Ra.Bha.1/8/5 dated 8.11.2010 and subsequent communications in respect of language/s to be used on the Name-plates, Sign-boards on Railway Stations.

5. Shri Onkar Kedia, ADG, Media & Communication, Ministry of Home Affairs.

6. Senior Technical Director (KK), NIC with the direction to upload it on web-site both under 'what's New' and Important Orders.

Copy, for information, and direction to disseminate this information through TOLICs, and other publicly means:

(i) O/c incharges, Regional Implementation Offices,

(ii) Director, Central Hindi Teaching Institute, 7<sup>th</sup> Floor, Paryavaran Bhavan, B Block, CGO Complex, New Delhi.

(iii) Director, Central Translation Bureau, 8<sup>th</sup> Floor, Paryavaran Bhavan, B Block, CGO Complex, New Delhi.

I am directed to say that the question of using the regional language, Hindi and English in the name-boards, notice boards to be displayed for the information of the public by Central Govt. offices and undertaking and located in non-Hindi speaking areas was discussed in the meeting of the Kendriya Hindi Samiti held on 11<sup>th</sup> January, 1977 and it was decided that the use of these languages on such boards should be in the following order:

1. Regional-language,

2. Hindi,

3. English

The letters of the scripts of all the languages should be of the same size. It was also decided that for the present, status-quo may be maintained in Tamil Nadu.

2. The Ministry of Finance, etc. are requested to bring the above decision of the Kendriya Hindi Samiti to the notice of all their concerned officers, attached and subordinate offices and Companies and Corporations controlled or owned by them, for necessary action. A copy of the orders issued in this regard may also be sent to the Department of Official Language for information.