



F. No. I -8 /2014-NVS(Hindi Cell)

Dated: 27.2.2015

Office Memorandum

Subject: Organizing Hindi workshops / Official Language Conferences/ Seminars, regularly – regarding

In pursuance to the recommendations made by the Committee of Parliament on Official Languages, in their report (Volume-IV & VI), on the subject mentioned above, Department of Official Language, Ministry of Home Affairs, Government of India has decided that at least one Official Language workshop may be organized, quarterly and an All Indian Official Language Conference/Seminar may be organized once in a year by all central government offices.

In this regard, it is directed that an Official Language workshop may be organized by all Regional Offices and JNVs, quarterly, at their level. Additionally, once in a year an Official Language Conference/Seminar may be organized by NVS Regional Offices, in which representatives of JNVs, dignitaries related to Hindi and officials of Regional Implementation Office of the Department of Official Language may be invited.

Kindly ensure compliance of above directions, meticulously.

(GS Bothyal)
Commissioner

1. Deputy Commissioners, All NVS Regional Offices.
2. Principal, All JNVs
3. Webmaster, NVS Hqrs, Noida :- with a request that this OM may be uploaded on NVS website.

Copy to :

Hindi Officer, NVS Hqrs, Noida – Please ensure compliance of the above directions at NVS Hqrs level, also.



F. No. I -8 /2014-NVS(Hindi Cell)

Dated: 27.2.2015

Office Memorandum

Subject: Complying of the provisions of Official Language Act, 1963 & Official Language Rules, 1976 and incurring 50% of the total expenditure on purchase of Hindi books and publication Hindi advertisements/Press Releases and inspection of the same during Internal Audits – regarding

In pursuance to Section 3(3) of Official Languages Act 1963 and Rule-11 of the Official Language Rules, 1976 all documents/items, especially tenders, advertisements, press releases, name plates, sign boards, letter heads, envelopes and other items of stationery, rubber stamps, seals, visiting cards, charts, invitation cards, maps, etc. must be issued/prepared/purchase in bilingual (English and Hindi), simultaneously. Additionally, headings of the registers and service books must be bilingual and entries in these registers/service books may be made in Hindi.

In addition to the above, as per guidelines issued by Department of Official Language, Ministry of Home Affairs, Government of India as well as NVS, from time to time it is mandatory to spend at least 50% of the total amount of the budget of library books on purchase of Hindi books and at least 50% of the total amount of publication of advertisements/press release should be spent in Hindi.

It is therefore, directed that implementation of above rules may be confirmed during Internal Audits. During Internal Audit inspections it is to be checked whether expenditure incurred on the above items is as per the rules i.e. an amount of 50% has been spent on purchase of Hindi books and publication of advertisement/press released in Hindi, out of the total expenditure incurred on these items and headings of printed registers/service books bought out of the allocated funds of the school are in bilingual and sign boards, rubber stamps, seals, visiting cards, charts, invitation cards, maps, etc. are prepared/purchased in bilingual (English and Hindi). Inspections of these items must be reflected in Audit Reports. Also the Audit report may be submitted in bilingual.

Please comply with the above directions, strictly.

(GS Bothyal)
Commissioner

1. **Deputy Commissioners, All NVS Regional Offices** – Please ensure compliance of the above points, specially, during Internal Audits of JNVs.
2. **Deputy Commissioner(Finance)/Assistant Commissioner(Audit), NVS Hqrs, Noida** - Please ensure compliance of the above points, specially, during Internal Audits of ROs.
3. **Principal, All JNVs** - For info & necessary action, please.
4. **Webmaster, NVS Hqrs, Noida** :- with a request that this OM may be uploaded on NVS website.



F. No. I -8 /2014-NVS(Hindi Cell)

Dated: 27.2.2015

Office Memorandum

Subject: Acquiring Membership of Town Official Language Implementation Committees and attending its meetings by senior officials - regarding

To review the position regarding implementation of the Official Language in various offices of central government Town Official Language Implementation Committees has been set up by Department of Official Language, Ministry of Home Affairs, Government of India in the cities where 10 or more offices of the central government are located. Updated list of these towns/ Committees are uploaded on the website of Department of Official language i.e. www.rajbhasha.nic.in.

Inspite of issuing such directions from time to time to all ROs/JNVs it is observed that some of the Regional Offices /JNVs have not yet acquired membership of the above committees. Therefore, all ROs/JNVs are once again directed to become member of a neighborhood committee, with immediate effect, if not acquired so far and meetings of these committees, which are generally held twice in a year, may be attended by the head of the organization.

Kindly ensure compliance of above directions, meticulously.

(GS Bothyal)
Commissioner

1. Deputy Commissioners, All NVS Regional Offices.
2. Principal, All JNVs
3. Webmaster, NVS Hqrs, Noida :- with a request that this OM may be uploaded on NVS website.



F. No. I -8 /2014-NVS(Hindi Cell)

Dated: 27.2.2015

Office Memorandum

Subject: Issuing of Individual Order to the employees, proficient in Hindi to do their entire official works in Hindi as per Official Language Act, 1976, Rule 8(4)-regarding.

The offices of central government, which are notified under Rule 10(4) of Official Language Rules, 1976 shall issue individual orders to all employees who are proficient in Hindi to do their entire official works in Hindi only. Some of the offices/schools of NVS have either not complied with these instruction or issued collective orders, which is not in conformity with Rule 8(4) Official Languages Act, Rules,1976.

All the offices/schools of NVS, which are notified under Rule 10(4) of Official Language Rules, 1976 are hereby directed to issue individual orders to all employees who are proficient in Hindi to do their entire official works in Hindi only as per Rule 8(4) of Official Language Rules, 1976 Act, 1976. List of offices of NVS, notified under Rule 10(4) of Official Language Rules, 1976 and definition of 'proficiency in Hindi' have been forwarded vide this office letter No. 1-4/2013-NVS(Hindi Cell) dated 08.2.2013 and 05.2.2014.

Please ensure strict compliance of the above directions.

(GS Bothyal)
Commissioner

1. Deputy Commissioners, All NVS Regional Offices.
2. Principal, All JNVs
3. Webmaster, NVS Hqrs, Noida :- with a request that this OM may be uploaded on NVS website.



F. No. I -8 /2014-NVS(Hindi Cell)

Dated: 27.2.2015

Office Memorandum

Subject:—Ensuring compliance of section 3(3) of the Official Language Act, 1963 and Rule-11 of Official Language Rules, 1976

It is the statutory requirement for all offices of central government and undertakings etc. that all the documents issued under the section 3(3) of the Official Languages Act, 1963 Rule-11 of Official Language Rules, 1976 and are issued by them bilingually i.e. in Hindi & English simultaneously. But it has been observed that in spite of the fact that attention has repeatedly been drawn towards this requirement, some of the offices/schools are not complying these provisions, completely.

Therefore, all concerned employees of NVS are hereby directed that while complying with the above provisions of section 3(3) of the Official Languages Act, 1963 and Rule-11 of Official Language Rules, 1976, following documents shall be issued in Hindi & English simultaneously :

Some of the documents issued under Section 3 (3) of Official Languages Act, 1963, bilingually :

1. **General order:** - All kinds all circulars, orders, decisions or instructions intended for departmental use and which are of standing nature and all such orders, instructions, letters, Memorandum, Notices, etc. related to or intended for group or groups of Government employees, come in this category.
2. **Notifications:** - Theses are generally issued by headquarters / regional offices.
3. **Press Communiqués/ Releases:** - All types of Press Communiqués/ Releases issued by the offices in Newspapers, etc. for various purposes like recruitment, admission, tender, intimation regarding any programme, etc. shall come in this category.
4. **Contract / Agreement:** - All sorts of contracts and agreements, such as employment contract, agreement with contractors, etc. will be covered in this category.
5. **Tender notices and forms of tender** - The form of tenders and the tender notice, published in press, notice boards, website, etc.
6. **Administrative or other reports** – Various types of periodical/other reports, issued by the office shall come in this category. Some example of these reports are quarterly/monthly reports sent by the schools to their respective RO and periodical reports sent by ROs to headquarters.

Some of documents / items issued/ Prepared under Rule -11 of Official Language Rules, 1976, bilingually :

1. **Title and headings of All registers** - The title and headings of all registers such as Cash Book, Attendance Register, etc. shall be in Hindi and in English.
2. All name-plates, sign boards, letter heads and inscriptions on envelopes and other items of stationery written, printed or inscribed for use in the office shall be in Hindi and in English

Responsibilities for compliance of the above instructions lie with the officer who prepares/issues or signs these documents/items.



(GS Bothyal)
Commissioner

1. All officers of NVS Hqrs, Noida
2. The Deputy Commissioner, NVS All Regional Offices.
3. The principal, All Jawahar Navodaya Vidyalayas.
4. Webmaster, NVS Hqrs, Noida :- with a request that this OM may be uploaded on NVS website