

No.13035/3/95-OL(P&C)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Official Language/Rajbhasha Vibhag

New Delhi Dated, 22 July, 2004

OFFICE MEMORANDUM

**Subject:       Refixation of norms for the creation of minimum number of Hindi posts for compliance/implementation of the Official Language Policy of the Central Government.**

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The norms for creation of minimum number of Hindi posts to ensure the implementation of the Official Language Policy of the Central Government were first circulated under this Department Office Memorandum No.13035/3/80-OL(C) dated 27<sup>th</sup> April, 1981. These norms were revised and circulated vide O.M.No.13035/3/88-OL(C) dated 5.4.89. The norms relating to the minimum number of Hindi posts have been reconsidered to further rationalise them so that the necessary posts for translation as well as implementation of the Official Language Policy could be created. Hence, the following guidelines may be followed regarding the minimum number of Hindi posts for translation as well as implementation of the Official Language Policy:-

**1.1.   For Ministries / Departments**

- (i)   One Assistant Director(OL) in each Ministry and independent Department having a full – time Secretary.
- (ii)   One Deputy Director(OL) in each Ministry or Department having 100 or more ministerial employees or which has 4 or more attached / sub-ordinate offices or undertakings, each having 100 or more ministerial employees. This post may be in lieu of the post of Assistant Director or in addition to that, keeping in view the norms prescribed under Department of Official Language O.M. No.13017/1/81 – OL(C) dated 13<sup>th</sup> April, 1987 for the quantum of work to be done by translators and vettors in the offices of the Government of India. A post of Joint Director (OL) in the pay scale of Rs.12000-16500 (erstwhile Director (OL) in the same scale) may be allowed by taking into account the nature and quantum of work in Ministry / Department.

- (iii) One Junior Translator for less than 50 ministerial employees, two Junior Translators for 50 to 100 ministerial employees, three Junior Translators for 101 to 150 ministerial employees, three Junior Translators and one Senior Translator for 151 and more ministerial employees.

## **1.2 For Attached / Subordinate Offices**

- (i) One Hindi Officer {Assistant Director (OL)} in each attached/subordinate office having 100 or more ministerial employees.
- (ii)(a) For offices located in Region 'A' (excluding Offices of Defence Forces and Para-military Forces) one Junior Translator in an office having 18 to 125 ministerial employees, two Junior Translators for 126 or more ministerial employees.
- (b) For offices located in Regions 'B' and 'C'
  - (1) One Junior Translator in an office having 18 to 75 ministerial employees, two Junior Translators for an office having 76 to 125 ministerial employees, three Junior Translators for an office having 126 to 175 ministerial employees, three Junior Translators and one Senior Translator for an office having more than 175 ministerial employees.
  - (2) These norms will also apply to those offices of Defence Forces and Para-military Forces in Region 'A' which move from one region to another.
  - (3) One post of Hindi Typist may be provided in all offices of the Central Government in Regions 'B' and 'C' which have at least 25 ministerial employees. A post of Hindi Typist may also be provided in offices which are newly created in Region 'A' provided they have at least 25 ministerial employees. The norms will also apply to those offices of Defence Forces and Paramilitary Forces in Region 'A' which move from one region to another.

## **1.3. Other posts for implementation of Official Language Policy in Ministries/Departments and Attached/Subordinate Offices:-**

- (i) Apart from translation, there are several other items of work which are necessary for ensuring compliance of the Official Language Policy, such as circulation of orders, preparation of

progress reports, preparation of agenda and minutes of meetings of Hindi Salahakar Samitis and Official Language Implementation Committees, nomination of employees for learning Hindi, organizing work-shops, etc. In Ministries /Departments and Attached/Subordinate Offices the following posts are recommended to attend to this work:-

(a) One post of LDC(Hindi Typist) which already exists may continue as mentioned in Department of Official Language O.M.No.13035/3/88-OL(c) Dated 5<sup>th</sup> April,1989.

(b) One post of Assistant in Ministries and independent Departments and one post of Assistant or its equivalent in Attached/Sub-ordinate offices, each having a strength of at least 310 ministerial employees (excluding Group 'D').

(ii) It may also be ensured that in the offices where a ministerial post such as Assistant or its equivalent has already been sanctioned for attending to these activities, no additional posts is recommended.

2. The term 'Ministerial Employees' means all employees (excluding Group 'D') who have been sanctioned for ministerial duties, irrespective of the fact that they are technical or scientific employees or officers. Further, the technical and scientific employees or officers who have been entrusted with ministerial work (such as noting, drafting, letter writing, accounting, etc.) may also be taken into account for computing the number of Hindi posts.

3. The number prescribed in these guidelines is the minimum so that these posts are provided on the basis of the number of employees and the Region where the office is located, without any work study, so that the implementation of the Official Language Policy is not adversely affected. If more posts are justified in any office keeping in view the quantum and nature of work, these can be created on the basis of a work study.

4. While conducting the work study, all items of work which are required to be done in Hindi or bilingually (in both Hindi and English) according to the requirements of the Official Languages Act, Rules, Annual Programme, etc., and not only those which are at present being done, should be taken into account. Needless to say, the work study should be done on a careful assessment of the quantum of workload and not on adhoc basis.

5. It is clarified that the posts of Translators, etc., which have already been created in an office on the basis of the earlier norms shall not be abolished on the ground that those are more than the number required according to the revised guidelines. However, any additional demand should be adjusted against the surplus, if any, for the Ministry or Department as a whole including attached and subordinate offices.

6. In the Training Institutions of the Central Government, necessary posts may be created for translating the training material on the basis of quantum of translation work for imparting training in Hindi medium. There is no need to prescribe any norms for minimum posts for this purpose.

7. The norms laid down in this O.M. and the translation work load norms laid down in the Department of Official Language O.M. No. 13017/1/81 – OL(C) dated 13<sup>th</sup> April, 1987(copy enclosed) would be guidelines for the creation of posts required for implementation the Official Language Policy.

8. This Office Memorandum issues with the approval of Director (Staff Inspection Unit), Ministry of Finance under its U.O. reference No.526/SIU/2003 dated 26.12.2003.

(B.M.S. NEGI)  
DIRECTOR(POLICY)

To

1. All Ministries/Departments of the Government of India.
2. Office of the Comptroller and Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Election Commission of India, New Delhi.
5. Banking Division, Department of Economic Affairs, Jeevan Deep Building, New Delhi.
6. Department of Public Enterprises, Lodhi Road Complex, New Delhi.
7. President's Secretariat, New Delhi.
8. Vice President's Secretariat, New Delhi.
9. Prime Minister's Office, New Delhi.
10. All Officers/Desks/Sections/Units of the Deptt. of Official Language.
11. Joint Director (Research), Department of Official Language (5 copies).
12. Central Translation Bureau, Paryavaran Bhavan, CGO Complex, New Delhi.

13. Central Hindi Training Institute, Paryavaran Bhavan, C.G.O.Complex, New Delhi.
14. Secretariat of the Committee of Parliament on Official Language, 11, Teen Murti Road, New Delhi. (40 Copies)
15. Kendriya Sachivalaya Hindi Parishad, XY – 68, Sarojini Nagar, New Delhi.
16. Chairman, All India Hindi Sanstha Sangh, Community Building 10088-89, Nawi Kareem, Jhandewalan Road, New Delhi-55.
17. Director (OL), Ministry of Home Affairs, North Block, New Delhi.
18. Director(Staff Inspection Unit), Department of Expenditure, Lok Nayak Bhavan, New Delhi.