

अर्जाचे नमुने, साहिती साहित्य, करदात्यांनी
भरावयाचे निरनिराळे अर्ज मराठीतही आवश्यक

NO. 7/9/65-OL
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.

IMMEDIATE
New Delhi - 11,
the 25th March, 1968

OFFICE MEMORANDUM

Sub :- Printing in languages of money order and
other similar forms meant for use by public

The undersigned is directed to say that according to para 7(a) of the Presidential order dated 27th April, 1960, while formulating the programme for the progressive use of Hindi, in addition to English, in their local offices, the Central Governments department are required to keep in view the need for providing facilities to the local public by making available to them forms and departmental literature for their use in the regional language in as large a measure as practicable. Accordingly the question of languages to be used for printing of forms intended for use by the public has been carefully considered.

2. In order to reconcile the administrative requirements and the needs of the public, it has been decided that,

(i) Where it is possible, without unduly increasing the size of the forms, such forms should be printed in Hindi, English and the regional language if it is different from Hindi. In such matters the question of extra expenditure should not be an important consideration.

(ii) If any section in these forms are required to be filled in within a Central Government office or are required for audit offices, such sections need not be translated into regional languages and should be printed in Hindi/ English only.

(iii) Longer forms, for example the income-tax and customs forms, should be printed separately in Hindi, English and the regional language. In these forms also the exception mentioned in (ii) above should apply.

3. The Ministry of Finance etc. are requested to take steps for carrying out the above instructions.

Sd/- (K.P. MISRA)
DEPUTY SECRETARY TO THE GOVT. OF INDIA

क्र. सं. 7/9/65-रा.भा. दिनांक 25.3.1968

विषय:— मनीआर्डर फार्म और जनता द्वारा इस्तेमाल में लाए जाने वाले इसी प्रकार के अन्य फार्मों का प्रादेशिक भाषाओं में मुद्रण।

मुझे यह कहने का निदेश हुआ है कि दिनांक 27 अप्रैल, 1960 के राष्ट्रपति आदेश के पैरा 7(क) के अनुसार अपने स्थानीय कार्यालयों में हिन्दी प्रगामी प्रयोग संबंधी कार्यक्रम को लागू करते समय सरकारी विभागों को यह ध्यान रखना है कि स्थानीय जनता की सुविधा के लिए उनके इस्तेमाल में आने वाले फार्म और विभागीय साहित्य अधिक से अधिक स्थानीय भाषाओं में उपलब्ध कराए जाएं। तदनुसार जनता द्वारा प्रयुक्त संबंधित फार्मों में जोमाल की जाने वाली प्रादेशिक भाषाओं के बारे में ध्यानपूर्वक विचार किया गया।

2. प्रशासनिक अपेक्षाओं और जनता की आवश्यकताओं को ध्यान में रखते हुए यह निर्णय लिया गया है कि:—

- I जहां अनावश्यक रूप से फार्मों का आकार बढ़ाए बिना संभव हो वहां ऐसे फार्मों को हिन्दी, अंग्रेजी और प्रादेशिक भाषा (यदि वह हिन्दी के अलावा हो) में छपा जाए। ऐसे मामलों में होने वाले अतिरिक्त व्यय को महत्व न दिया जाए।
- II यदि ऐसे फार्मों का कोई खंड सरकारी कार्यालय में भरा जाने वाला हो या उसकी लेखा-परीक्षा कार्यालय में आवश्यकता हो तो ऐसे खंडों को प्रादेशिक भाषाओं में अनुदित करना आवश्यक नहीं है और उन्हें केवल हिन्दी/अंग्रेजी में छपा जाना चाहिए।
- III लम्बे फार्म, जैसे आवक और सीमाशुल्क के फार्म, हिन्दी, अंग्रेजी और प्रादेशिक भाषाओं में अलग-अलग रूप से छपे जाने चाहिए। इन फार्मों के लिए भी उपर्युक्त (II) में उल्लिखित विकल्प लागू होगा।

3. वित्त मंत्रालय आदि से अनुरोध है कि वे उपर्युक्त अनुदेशों को लागू कराने के लिए कदम उठाएं।

M. No. 7/9/65-O.L., dated 25.3.1968.

Subject:— Printing in regional languages of money order and other similar forms meant for use of public.

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Government Departments are required to keep in view the need for providing facilities to the local public by making available to them forms and departmental literature for their use in the regional language in as large a measure as practicable.

According to the question of languages to be used for printing of forms intended for use by the public has been carefully considered.

2. In order to reconcile the administrative requirements and the needs of the public, it has been decided that,

- (i) Where it is possible, without unduly increasing the size of the forms, such forms should be printed in Hindi, English and the regional language (if it is different from Hindi). In such matters the question of extra expenditure should not be an important consideration.
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