

Copy of Department of Official Language O.M. No. 1/14013/2/86-O.L.(A-I) dated 26.2.86

Subject:- Preparing of name plates, sign-boards, stationery items in Ministries/Departments/Offices etc. of the Central Government in Hindi and English bilingually.

It has been brought to the notice of the Department of Official Language that there are many offices of the Central Government where name-plates/sign-boards etc. are not being prepared bilingually. According to rule 11(3) of the Official Languages Rules, 1976 framed under the Official Languages Act, 1963 all name-plates, sign-boards, letter heads, inscriptions on envelops and other items of stationery should be written or published in Hindi and English. It is necessary to make compliance of the provisions made in the rules.

2. Use of languages on notice-boards, name-plates displayed for the information of the public by Central Government offices located in non-Hindi areas may be made according to the instructions contained in Office Memorandum No. 1/14013/5/76-O.L.(A-1) issued on 18.6.77 by the Department. A copy of the said Office Memorandum is enclosed. Name-plates, Sign-boards, Letter heads etc. for the internal use of the offices of the Central Government should be prepared according to the provisions made in rule 11(3) of the Official Languages Rules, 1976.

3. As the Official Languages Rules, 1976 are not applicable to the Central Government offices etc. located in the State of Tamil Nadu these offices may be exempted from implementing these provisions.

4. Various Ministries/Departments of the Central Government are requested that the above provisions of the Official Languages Rules 1976 and the instructions contained in the Office Memorandum dated 18-6-77 may be brought to the notice of their attached and subordinate offices and Corporations, Companies, Undertakings, Nationalised Banks etc. owned or controlled of the Central Government.

A copy of the instructions issued in this regard may also be endorsed to this Department for information.