

## **RAJBHASHA OR OFFICIAL LANGUAGE ACT.-1963.**

An act to provide for the languages which may be use for the official purpose of union, for transaction of business in Parliament, for central and state acts and for certain purposes in High Court be it enacted by parliament in the year of the Republic of India. This act may be called the official language act. This was come into effect on the 26<sup>th</sup> Jan. of 1965. In the meanline English language shall be used for Purpose of Communication between union and state which had not adopted Hindi as its Official language. Both Hindi and English shall be used for all Documents. Any employee may submit application either Hindi or English. An employee applied an application it shall give reply in Hindi.

All manuals, codes and other procedure literature relating to the central Govt. offices shall be provided in Hindi and English.

All nameplates, sign boards, letterheads to be use in Central Govt. shall be in Hindi or English.

### **Official language policy constitutional provisions for languages**

Article 120 : Language to be used in Parliament

Business in Parliament shall be transacted in Hindi or in English. The Chairman of the Council of States or Speaker of the House may permit any member to address the House in his mother tongue.

Article 210 : Language to be used in the State Legislature

Business in the Legislature of a State shall be transacted in the Official Language of the State or in Hindi or in English.

Article 343 (i) : Official Language of the Union

The Official Language of the Union shall be Hindi in Devanagari Script with international form of Indian Numerals.

The English Language shall continue for all official purposes of Union for a period of 15 years from the commencement of the Constitution.

Article 344 : Commission & Committee of Parliament on Official Language

The President shall, on expiry of five years from the commencement of the Constitution and thereafter on expiry of 10 years from such commencement, by order, constitute a Commission, which shall consist of a Chairman and other members representing the different languages specified in the Eighth Schedule. It shall be the duty of the commission to make recommendations to the President as to

- The progressive use of Hindi language.
- Restriction on the use of English language for all or any of the official purposes of the Union.

Clause 4 of Article 344 of Indian Constitution provides that a parliamentary Committee shall be constituted, consisting of 30 members, of whom 20 shall be the members of Lok Sabha and 10 of the Rajya Sabha for examining the recommendations of the commission.

**Article 345 : Official Language of a State**

The Legislature of a State, by law, may adopt any one or more languages in use in the State or Hindi as the Official Language of the State.

**Article 346 : Official Language for Communication between one State and another or between a State and the Union**

The Official Language of the Union shall be the Official Language for communication between one State and another State and between a State and the Union.

**Article 347 : Special provision relating to Language spoken by a section of the population of a State**

If a substantial portion of the population of a State desires the use of any language spoken by them, to be recognised by the State, then the President, if he is satisfied, may direct such language shall also be officially recognised throughout the State.

**Article 348 : Language to be used in Supreme Court, High Courts and for Acts, Bills etc.**

- All proceedings in the Supreme Court, High Courts and the authoritative texts of all Bills, Acts, etc. shall be in English.
- The Governor of a State may, with previous consent of the President, authorise the use of Hindi or Official Language of the State, in proceedings in the High Court of that State.

**Article 350 : Language to be used in the Representations for redressal of Grievance & Special Officer for linguistic minorities**

Every person shall be entitled to submit a representation for the redressal of any grievance to any Officer or Authority of the Union or a State in any of the languages used in the Union or in the State, as the case may be.

**Article 351 : Directive for Development of Hindi Language**

It shall be the duty of the Union to promote the spread of Hindi language to develop it so that it may serve as a medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the term, style and expressions used in Hindustani and in the other languages of India, specified in the Eighth Schedule and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondarily on other languages.

**Official language commission & committee of parliament on official language constituted under article 344**

The President of India constituted Official Language Commission in 1955. The Chairman of the Commission was Sri B. G. Kher.

To review the recommendations made by the Official Language Commission, the President appointed a Committee of Parliament on Official Languages in 1957, which consisted

10 members from the Rajya Sabha and 20 members from the Lok Sabha. Shri Govind Vallabh Pant was the Chairman of this Committee.

### **Languages under eighth schedule**

(Referred in Articles 344 and 351)

Assamese, Konkani, Punjabi, Bengali, Malayalam, Sindhi, Gujarathi, Manipuri, Sanskrit, Hindi, Marathi, Tamil, Kannada, Nepali, Telugu, Kashmiri, Oriya, Urdu.

### **OFFICIAL LANGUAGES ACT, 1963**

1.Short Title and Commencement.

2.Definitions.

3.Continuance of English Language for official purposes of the Union and for use in Parliament.

(3) Hindi and English languages shall be used for -

- Resolutions, General Orders, Rules, Notifications, Administrative & Other Reports or Press Communiqués issued or made by Central Government / Ministry / Department or Corporation or Company owned / controlled by the Central Government.
- Administrative and other Reports and Official Papers laid before any House of Parliament.
- Contracts and Agreements executed, and Licenses, Permits, Notices & Forms of Tender issued, by or on behalf of the Central Government / Ministry / Department or Corporation or Company owned / Controlled by Central Govt.

4.Committee on Official Language:-

A committee on Official Language shall be constituted after 10 years from the date on which Section 3 comes into force, consisting of 30 members, of whom 20 shall be members of House of the People and 10 shall be members of the Council of States. The committee shall review the progress made in the use of Hindi for the Official purpose of the Union and submit a report to the President.

5. Authorised Hindi Translation of Central Acts etc.

6. Authorised Hindi Translation of State Acts in Certain Cases.

7. Optional use of Hindi or other Official Language in Judgement etc. of High Courts.

8. Power to make Rules.

9.The provisions of Section 6 and 7 shall not apply to State of Jammu & Kashmir.

### **OFFICIAL LANGUAGES RULES, 1976**

1. Short title, extent and commencement.

They shall extend to the whole of India.

2. Definitions:

<b>Region A</b>	Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan & Uttar Pradesh , Jharkand, Utterkhand, Chatishgarh and Union Territories of Delhi & Andaman Nicobar islands.
<b>Region B</b>	Gujarat, Maharashtra & Punjab and Union Territory of Chandigarh.

<b>Region C</b>	Other than A & B above.
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3. Communications to States etc. other than to Central Government Offices.
4. Communications between Central Government Offices.
5. Replies to communications received in Hindi.
6. Use of both Hindi and English.

Both Hindi and English shall be used for all documents referred to in Sub section (3) of Section 3 of O.L. Act and It shall be the responsibility of the officer signing such documents to ensure that such documents are made or issued both in Hindi and English.

7. Application, Representations etc.
8. Noting in Central Govt. Offices.
9. Proficiency in Hindi.
10. Working knowledge of Hindi.
11. Manuals, Codes and Other procedural literature, Articles of Stationary etc.
12. Responsibility for Compliance.

(1) It shall be the responsibility of the Administrative Head of each Central Govt. Office–

- To ensure that the provisions of Official Language Act and Rules are properly complied with and
- To device suitable and effective check points for this purpose.

(2) The Central Govt. may from time to time issue instructions to its employees and Officers for the due compliance of the provisions of the Official Language Act and Rules.

## Training

Ministry of Home Affairs is looking after the functions of imparting Hindi training to Central Govt. employees. Hindi Teaching Scheme (HTS), which is a wing under Department of Official Languages of Ministry of Home Affairs, is conducting three types of Hindi courses viz. Prabodh, Praveen and Pragya.

- The normal duration of each course is Six months.
- The classes are of three types, Regular, Intensive & Correspondence.
- Normally, the classes are conducted during Office hours.
- For appearing in the Examinations, employees are granted Special Casual Leave and are eligible for TA, as per extant orders.
- To encourage the Hindi training, the employees are granted Cash Awards and incentives as under.

## Cash Award

<b>Examination</b>	<b>Marks between 55% to 59%</b>	<b>Marks between 60% and 69%</b>	<b>70% and above Marks</b>
Prabodh	Rs.200	Rs.400	Rs. 800
Praveen	Rs.400	Rs.800	Rs.1200
Pragya	Rs.400	Rs.800	Rs.1200

**Lumpsum Award (For Private candidates only) –**

Employees, who write the examinations through their own efforts and those appearing the examinations through Correspondence Course will be treated as private candidates and they are eligible for Lumpsum Cash Award, as under.

Examination	Amount
Prabodh	Rs.1000
Praveen	Rs.1000
Pragya	Rs.1200

**Personal Pay**

On passing Prabodh Examination, Personal Pay equivalent to one increment is granted for 12 months. The awards granted on passing Hindi Examinations are exempted from Income Tax.