

No. 11014/6/2015-OL
Government of India
Ministry of Civil Aviation

Dated: 24th January, 2024

Office Memorandum

Subject: Measures for increasing the use of Official Language Hindi in the offices under the Ministry of Civil Aviation

The Official Language Rules, 1976 under Section 12 of the Official Languages Act, 1963, and the annual program issued by the Department of Official Language from time to time, provide guidelines for the progressive use of Hindi for official purposes of the Union.

Accordingly, the Ministry of Civil Aviation has taken the following steps to increase the use of Hindi in official work:

S. No.	Description of Work	Responsible Officer
1	Under Rule 3(3) of the Official Language Act, 1963, all documents such as general orders, resolutions, rules, notifications, administrative reports, press releases, contracts, agreements, licenses, permits, tenders, etc., are to be issued in both Hindi and English.	Concerned officers/employees of the Ministry and attached offices
2	“Hindi Fortnight” and “Hindi Workshops” are organized from time to time to encourage employees to work in Hindi and to improve proficiency.	Officers in charge of Official Language implementation
3	Correspondence with offices located in Region ‘A’ is required to be done compulsorily in Hindi.	All officers/employees
4	Use of Hindi in e-office and digital platforms is being promoted.	Concerned officers
5	Incentives and awards are given to employees for excellent work in Hindi.	Administrative Division
6	Training and awareness programs are organized regularly for increasing Hindi usage.	(a) Administrative Section (b) Official Language Section

S. No.	Description of Work	Responsible Officer
07	Letters/files marked with “K” and “Kh” categories should be replied to in Hindi only.	All section heads
08	Subordinate offices/organizations/attached offices under the Ministry should ensure compliance with the Official Language Policy and submit periodic progress reports to the Ministry.	Officers responsible for Official Language implementation
09	Officers and employees should ensure that all possible work in Hindi is completed, and where documents are received in English, efforts should be made to provide Hindi translations. Special attention should be given to increasing the use of Hindi in administrative work and correspondence.	Section heads and officers responsible for implementation
10	Official language-related activities such as seminars, workshops, meetings, competitions, essay writing, and training programs should be organized from time to time to promote Hindi.	Heads of divisions and officers responsible for organizing such activities

All officers/employees of the Ministry are requested to ensure strict compliance with the above instructions and promote the progressive use of Official Language Hindi.

(Harvinder Singh)
Director (Official Language)

To:
All officers and employees of the Ministry of Civil Aviation

Copy to:
All subordinate offices/organizations under the Ministry.