

No. 11014/1/2024-OL
Government of India
Ministry of Civil Aviation
Official Language Division

Dated: 24th June, 2024

Office Memorandum

Subject: Compliance with Rule 8(4) of the Official Language Rules, 1976 regarding the mandatory use of Hindi for signatures on official documents

In accordance with the Official Language Rules, 1976, notified on 07.09.1976, under Rule 10(4), it has been stipulated that officers and employees of the Government of India should use Hindi in their signatures on official documents.

It has been observed that in many offices under the Ministry, this provision is not being fully complied with. Therefore, all officers and employees are once again reminded to ensure compliance with Rule 8(4) of the Official Language Rules, 1976.

Accordingly, it is requested that:

- (a)** All officers and employees should, as far as possible, sign in Hindi on all official documents and correspondence.
- (b)** This practice should be followed regularly and consistently.
- (c)** If there is any difficulty in signing in Hindi, assistance may be sought from the Official Language Division.
- (d)** Special emphasis should be laid on using Hindi signatures in notes, letters, and all official documents.

(piyush Shrivastav)
Senior Economic Advisor

To,
Shri Ravi Raj,
Section Officer