

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

Dated: 05 April, 2023

Office Memorandum

Subject: Compliance with the provisions of the Official Language Rules regarding “Check Points” for the use of Official Language Hindi in the offices under the Ministry of Civil Aviation.

Under **Rule 12 of the Official Language Rules, 1976**, it is the responsibility of the administrative head of every office to ensure compliance with the provisions of the Official Language Act, the Official Language Rules, and the instructions issued by the Department of Official Language from time to time.

In this context, it has been observed that there is a need to strengthen compliance regarding the progressive use of Hindi. Therefore, the following “Check Points” are prescribed for all offices under the Ministry:

S. No.	Check Points	Responsible Officer
1	Under Rule 3(3) of the Official Language Act, 1963, all documents such as general orders, resolutions, circulars, contracts, tenders, licenses, permits, notices, and reports must be issued bilingually (Hindi and English).	Concerned officers and staff responsible for issuing such documents
2	Ensure that at least 100% compliance is maintained for the use of Hindi in official work related to notified regions and offices.	All officers/employees
3	Replies to letters received in Hindi must be given in Hindi only.	Officers dealing with correspondence
4	Maximum use of Hindi should be ensured in file noting and drafting.	Section heads / officers-in-charge
5	Official language-related activities such as workshops, competitions, and awareness programs should be organized regularly.	Administrative and Official Language Section

S. No.	Check Points	Responsible Officer
6	Templates of letters, forms, and documents should be made available in Hindi.	(a) Officers issuing forms/documents (b) Official Language Division
07	Replies to letters/files marked under “Ka” and “Kha” categories must compulsorily be given in Hindi.	In-charge, Dispatch Section
08	Subordinate offices/organizations/attached offices under the Ministry should ensure that all correspondence and official work is carried out in accordance with the Official Language Policy, and compliance reports should be sent regularly.	Officers responsible for maintaining correspondence and compliance
09	Officers and employees should ensure that as much work as possible is done in Hindi. Where documents are received in English, Hindi translations should be prepared and used. Special emphasis should be given to increasing Hindi usage in administrative work and correspondence.	Officers and Section Heads responsible for dealing with files and correspondence
10	Official language activities such as seminars, training workshops, meetings, essay competitions, and awareness campaigns should be organized from time to time for promoting Hindi.	Officers/employees responsible for organizing such activities

All officers/employees and subordinate offices under the Ministry of Civil Aviation are requested to ensure strict compliance with the above instructions.

(Piyush Shrivastav)
Senior Statistical Assistant & Branch In-charge

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

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

