

**GOVERNMENT OF INDIA
HOME AFFAIRS
LOK SABHA**

UNSTARRED QUESTION NO:4358
ANSWERED ON:20.12.2011
GUIDELINES FOR OFFICIAL LANGUAGE
Choudhary Shri Harish;Jaiswal Shri Gorakh Prasad

Will the Minister of HOME AFFAIRS be pleased to state:

- (a) whether the Government has issued any circular relating to policy guidelines for official language recently;
- (b) if so, the details and the objective thereof; and
- (c) the extent to which it is likely to be successful in promotion of Hindi?

Answer

MINISTER OF STATE IN THE MINISTRY OF HOME AFFAIRS (SHRI JITENDRA SINGH)

(a): Yes Madam.

(b) to (c): Instructions have been issued from time to time by the Department of Official Language that simple and easily intelligible Hindi should be used with a view to promoting Hindi . It has been advised that

(i) simple Hindi should be used in writing notes and letters so that it is easily understood by all. It is important that the reader should understand what the writer actually wishes to convey;

(ii) words which are commonly understood should be increasingly used in official work and there should be no hesitation in using popular words of other languages in Devanagari;

(iii) wherever it is felt that the reader may find it difficult to understand a particular technical word or designation in Hindi, it would be helpful if its English equivalent is used in Devanagari.