

## Prime Minister

New Delhi  
23rd December, 2000

Dear Shri .....

The present status of use of official language Hindi in government functioning was discussed in the meeting of Kendriya Hindi Samiti, held on 22.09.2000, which is the apex committee for promoting Hindi as official language of the Union and its overall development. Concern was expressed over inadequate measures taken by Government officers/officials for implementation of the provisions regarding official language of the Union in the Constitution. It is imperative to take concrete steps to ensure progressive use of Hindi in Government functioning. Wherever possible, one should make efforts to encourage others to work in Hindi by working himself in Hindi.

2. In this connection, I would like to mention that you may take the following steps to create a congenial environment for working in official language Hindi in your Ministries/attached and subordinate offices:-

1. Use of Hindi in the discussions and proceedings of apex administrative meetings and in the meetings of the Committee of Secretaries should be progressively encouraged.
2. Compliance of Section 3(3) of Official Languages Act (under which it is mandatory to issue some documents both in Hindi & English simultaneously) and Rule 5 (under which it is mandatory to reply the Hindi letters in Hindi) should be ensured. The officers, who violate these provisions, should be advised in writing to abstain from this tendency in future.
3. An entry of outstanding official work done in Hindi by the officers should be made in their annual confidential reports.
4. You and your colleagues should deliver their speeches in Hindi, wherever possible, on the occasions of national and international importance. Maximum use of Hindi should be made by the members of the Indian delegations going abroad. Interpretation facilities should be obtained from Indian Embassies/Missions, wherever necessary.

3. I hope that you would give special attention to the above points for use of Hindi in your Ministry and concerned offices and would review the position from time to time. You are requested to apprise me also from time to time regarding the progress made on the above points related to the use of official language Hindi in your Ministry/attached & subordinate offices.

With best wishes,

**Yours Sincerely,**  
**Sd/-**  
**(Atal Behari Vajpayee)**

**The Members of the Cabinet.**