Sub: Preparing routine letters, covering letters and all other documents coming under Section 3(3) of the O.L. Act 1963, in bilingual form and its usage - Reg.

In accordance with the decision taken in the joint Official language implementation committee meeting for enhancing the percentage of Hindi Correspondence and proper implementation of the Official language provisions, all Section In-charge/Heads are instructed to identify the routine letters, covering letters and the documents coming under Sections 3(3) of the O.L. Act 1963 (i.e. General order, Standing order, Circulars, Public Notice, Administrative Report, Rule, Tender, License, Press Communiqué, Resolution, Notification) in respect of their Sections and send it to the Hindi Section so as to enable them to convert in bilingual. Henceforth, such documents, orders shall be prepared / issued only in bilingual format.