

~~APPENDIX~~ - I

## GOVERNMENT OF INDIA

## THE OFFICIAL LANGUAGE ACT, 1963

(Act No. 19 of 1963)  
(10th May 1963)

An Act to provide for the languages which may be used for the official purposes of the Union, for translation of business in Parliament, for Central and State Acts and for certain purposes in High Courts.

1. Short title and Commencement - (1) This Act may be called the Official Languages Act, 1963.

(2) Section 3 shall come into force on the 26th day of January, 1965 and the remaining provisions of this Act shall come into force on such date as the Central Government may by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of this Act.

2. Definitions - In this Act, unless the context otherwise requires, -

(a) "appointed day", in relation to section 3, means the 26th day of January, 1965 and in relation to any other provision of this Act, means the day on which that provision comes into force;

(b) "Hindi" means Hindi in Devanagari Script.

3. Continuance of English Language for Official purposes of the Union and for use in Parliament --(1) Notwithstanding the expiration of the period of fifteen years from the commencement of the Constitution, the English language may, as from the appointed day, continue to be used in addition to Hindi-

(a) for all the official purposes of the Union for which it was being used immediately before that day, and

(b) for the transaction of business in Parliament;

Provided that the English language shall be used for purposes of communication between the Union and a State which has not adopted Hindi as its Official Language:

Provided further that where Hindi is used for purposes of communication between one State which has adopted Hindi

as its Official Language and another State which has not adopted Hindi as its Official Language, such communication in Hindi shall be accompanied by a translation of the same in the English language:

Provided further that where Hindi is used for shall be construed as preventing a State which has not adopted Hindi as its Official language from using Hindi for purposes of communication with the Union or with a State which has adopted Hindi as its official language, or by agreement with any other State, and in such a case, it shall not be obligatory to use the English language for purposes of communication with that State.

(2) Notwithstanding anything contained in sub-section (1) where Hindi or the English Language is used for purposes of communication -

(i) between one Ministry or Department or Office of the Central Government and another;

(ii) between one Ministry or Department or Office of the Central Government and any corporation or company owned or controlled by the Central Government or any office thereof;

(iii) between any corporation or company owned or controlled by the Central Government or any Office thereof

and another; a translation of such communication in the English language or, as the case may be, in Hindi shall also be provided till such date as the staff of the concerned Ministry, Department, Office or corporation or company aforesaid have acquired a working knowledge of Hindi.

(3) Notwithstanding any thing contained in sub-section (1) both Hindi and the English language shall be used for -

(i) resolutions, general orders, rules, notifications, administrative or other reports or Press communiques issued or made by the Central Government or by a Ministry, Department or office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company;

(ii) Administrative and other report and official papers laid before a House of the Houses of Parliament;

(iii) contracts and agreements executed, and licences, permits, notices and forms of tender issued, by or on behalf of the Central Government or any Ministry, Department of office thereof or by a corporation or company owned or controlled by the Central Government or by any office of such corporation or company.

(4) Without prejudice to the provisions of sub-section (1) or sub-section (2) or sub-section (3) the Central

Government may, by rules made under section 8, provide for the language/languages to be used for the official purpose of the Union including the working of any Ministry, Department, section or office, and in making such rules, due consideration shall be given to the quick and efficient disposal of the official business and the interests of the general public and in particular, the rules so made shall ensure that persons serving in connection with the affairs of the Union and having proficiency either in Hindi or in the English language may function effectively and that they are not placed at a disadvantage on the ground that they do not have proficiency in both the languages.

(5) The provisions of clause (a) of sub-section (1), and the provisions of sub-section (2), sub-section (3) and sub-section (4) shall remain in force until resolutions for the discontinuance of the use of the English language for the purpose mentioned therein have been passed by the Legislature of all the States which have not adopted Hindi as their Official Language and until after considering the resolution aforesaid a resolution for such discontinuance has been passed by each House of Parliament.

4. **Committee on Official Language**-(1) After the expiration of ten years from the date on which section 3 comes into force, there shall be constituted a Committee on Official

Language, on a resolution to that effect being moved in either House of Parliament with the previous sanction of the President and passed by both Houses.

(2) The Committee shall consist of thirty members, of whom twenty shall be members of the House of the people and ten shall be members of the Council of States, to be elected respectively by the members of the House of the People and the members of the Council of States in accordance with the system of proportional representation by means of the single transferable vote.

(3) It shall be the duty of the Committee to review the progress made in the use of Hindi for the official purpose of the Union and submit a report to the President making recommendations thereon and the President shall cause the report to be laid before each House of Parliament and sent to all the State Governments.

(4) The President may, after consideration of the report referred to in sub-section (3), and the views, if any, expressed by the State Government thereon, issue directions in accordance with the whole or any part of the report :

(Provided that the direction so issued shall not be inconsistent with the provisions of section 3.)

**5. Authorised Hindi translation of Central Acts, etc - (1)**

A translation in Hindi published under the authority of the President in the Official Gazette on and after the appointed day --

(a) of any Central Act or of any Ordinance promulgated by the President, or

(b) of any order, rule, regulation or byelaw issued under the Constitution or under any Central Act; shall be deemed to be the authoritative text thereof in Hindi.

(2) As from the appointed day, the authoritative text in the English language of all Bills to be introduced or amendments thereto to be moved in either House of Parliament shall be accompanied by a translation of the same in Hindi authorised in such manner as may be prescribed by rules made under this Act.

**6. Authorised Hindi translation of State Acts in certain cases -** Where the Legislature of a State has prescribed any language other than Hindi for use in Acts passed by the Legislature of the State or in Ordinances promulgated by the Governor of the State, a translation of the same in Hindi in addition to a translation thereof in the English language as required by clause (3) of article 348 of the Constitution,

may be published on or after the appointed day under the authority of the Governor of the State in the Official Gazette of the State and in such a case, the translation in Hindi or any such Act or Ordinance shall be deemed to be the authoritative text thereof in the Hindi language.

7. **Optional use of Hindi or Other Official Language in judgement etc., of High Courts** - As from the appointed day or any day thereafter the Governor of a State may, with the previous consent of the President, authorise the use of Hindi or the Official Language of the State, in addition to the English language, for the purposes of any judgement, decree or order passed or made by the High Court for that State and where any judgement, decree or orders is passed or made in any such language (other than the English language), it shall be accompanied by a translation of the same in the English language issued under the authority of the High Court.

8. **Power to make rules** - (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament while it is in session for a total period of

thirty days which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, both Houses agree that the rule should not be made the rule shall thereafter have effect only in such modified form or be of no effect as the case may be so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

**9. Certain Provisions not to apply to Jammu and Kashmir -**  
The provisions of section 6 and section 7 shall not apply to the State of Jammu and Kashmir.

## SHORT TITLE AND EXTENT

## APPENDIX- II

Andhra Pradesh Official Language Act, 1966 (Text of the Act)

Act No.9 of 1966

An Act to provide, for the adoption of the Telugu language as the language to be used for the official purposes of the State of Andhra Pradesh and for the transaction of business in the state legislature, for the use of any other language also for any of the afore said purposes, and for matters connected therewith.

1. (1) The Act may be called the Andhra Pradesh Official Language Act, 1966.
- (2) It extends to the whole of the State of Andhra Pradesh.

**Telugu to be the official language of the State:**

2. The Official language of the State of Andhra Pradesh shall be Telugu.

**Government's power to notify the official purposes for which Telugu to be used:**

3. (1) The State Government may, from time to time, by notification in the Andhra Pradesh Gazette, direct

that the Telugu language shall be used for such official purposes of the State and from such dates as may be specified in the notification.

(2) The language to be used----

(i) (a) In all Bills to be introduced or amendments thereto be moved, in either House of the Legislature of the State and in all Acts passed by the Legislature of the State.

(b) in all Ordinances promulgated by the Governor of the State under article 213 of the Constitution and in all the Regulations made by him under paragraph 5 of the Fifth Schedule to the Consitution.

(ii) In all orders, rules, regulations and bye-laws issued by the State Government or other authority or office of the State Government under the Constitution or under law made by Parliament or the Legislature of the State; shall be the Telugu Language on and from such date as the State Government may, by notification in the **Andhra Pradesh Gazette**, specify:

Provided that the State Government may specify different dates in respect of different items in clauses (i) and (ii) of this sub-section.

**Continuance of English Language for certain official purposes of the State and for use in the legislature:**

4. Until the State Government otherwise direct by notification under section 3---

(i) The English language shall continue to be used for those official purposes within the State for which it was being used immediately before the commencement of this Act; and

(ii) the English language may continue to be used for the transaction of the business in the Legislature of the State.

**Commission on Official Language:**

5. (1) The State Government shall, at the expiration of five years from the commencement of this Act, by order constitute a Commission on official language of the State which shall consist of a Chairman and four other members to be appointed by the State Government and the order shall define the procedure to be followed by the Commission.

(2) It shall be the duty of the Commission to review the progress made in the use of the Telugu language for the official purposes of the State and to make recommendations to the State Government as to---

(a) the progressive use of the Telugu language for the official purposes of the State;

(b) restrictions on the use of the English language for all or any of the official purposes of the State;

(c) any other matter referred to the Commission by the State Government as regards the use of the Telugu language.

(3) The Commission shall submit a report with its recommendations on the matters referred to in sub-section

(2) to the State Government, who shall cause the report to be laid before each House of the State Legislature.

(4) The State Government may, after consideration of the recommendations in the report so made by the Commission, issue directions in accordance with the whole or any part of that report.

**Authorised Telugu translation of Central and State Acts, etc:**

6. (1) A translation in the Telugu language published under the authority of the Governor in the **Andhra Pradesh Gazette** on and after the date specified by notification---

(i) in respect of clause (i) of sub section (2) of section 3, of any Central Act or of any Ordinance promulgated by the President, with respect to any of the matters enumerated in List III of the Seventh Schedule to the Constitution, or of any State Act or of any Regulation made by the Governor, or of any other law in force in the State; or

(ii) in respect of clause (ii) of sub-section (2) of section 3, of any order, rule, regulation or bye-law issued by the State Government or other authority or officer of the State Government under the Constitution or under any Central Act, or any State Act or any other law in force in the State, Shall be deemed to be the authoritative text thereof in the Telugu language.

(2) Where the State Government have issued a notification under clause (i) (a) of sub-section (2) of section 3 specifying a date from which the Telugu language shall be used in all Bills introduced in, and amendments there to be moved in, and Acts passed by the State Legislature, the authoritative text in the Telugu language of all such Bills which amend Acts which are in English, to be introduced or amendments thereto to be moved, in either House of the State Legislature shall be accompanied by a translation of the same in the English language.

Special provision to the use of Urdu or any other language or languages in addition to the Telugu language, in certain areas of the State for purposes and for such periods as may be specified by notification:

7. The State Government may, from time to time, by notification in the **Andhra Pradesh Gazette**, direct the use of Urdu or any other language or languages in addition to the Telugu language, in the interest of persons speaking such language or languages, in such areas and for such official purposes of the State and for such periods, as may be specified in the notification.

**Power to make rules:**

8. (1) The State Government may, by notification in the **Andhra Pradesh Gazette**, make rules for carrying out all or any of the purposes of this Act.

(2) Every notification issued or rule made under this Act shall, immediately after it is issued or made, be laid before each House of the State Legislature if it is in session, and if it is not in session, in the session immediately following, for a total period of fourteen days which may be comprised in one session or in two successive sessions, and if, before the expiration of session in which

it is so laid or the session, immediately following, both Houses agree in making any modification in the notification or rule, the notification or rule shall thereafter have effect only in such modified form or shall stand annulled, as the case may be, so however that any such modification or annulment shall be without prejudice to the validity of any thing previously done under that notification or rule.

**Repeal of Andhra Pradesh Act, 16 of 1964.**

9. The Andhra Pradesh State Legislature (Continuance of the English Language) Act, 1964, is hereby repealed.

## APPENDIX- III

NAGARJUNA UNIVERSITY: NAGARJUN NAGAR - 522 510

## QUESTIONNAIRE ON THE IMPLEMENTATION OF

## TELUGU AS OFFICIAL LANGUAGE

1. Name of the Office :
2. Name of the Head of the Office :
3. (a) Name-Board of the Office : Whether in Telugu ?  
or in English?
- (b) Name-boards of different Sections : -do-
- (c) Name-boards of different officers of the Sections : -do-
- (d) Office Rubber Stamps/Seals : -do-
4. Whether Telugu is used in the following matters:
  - (a) Files yes/no
  - (b) Personal Registers yes/no
  - (c) Memorandums yes/no
  - (d) Salary & T.A. Bills yes/no
  - (e) Letters to the public yes/no
  - (f) Account Registers/ledgers yes/no
  - (g) Service matters relating to the personnel like orders of promotion, transfer, loans etc. yes/no
  - (h) Official proceedings yes/no

- (i) Letters sent to the Secretariat yes/no
- (j) Letters sent to the sub-ordinate Offices yes/no
- (k) Attendance Registers yes/no
5. Whether the Officers are writing their endorsements and signing in Telugu on the letters received ? yes/no
6. Number of posts of Stenographers and Typists sanctioned: Typists: Stenos:
- 7.(b) How many are actually working in the posts ? Typists: Stenos:
- (c) How many of them are qualified in Telugu Type-writing & Shorthand? Typists: Stenos:
- (d) Action taken to fill in the vacant posts: (please specify)
- (e) How many pages are typed in Telugu daily by the Typist and steno separately?
7. Whether the estimates/cases/agreements/ tenders/ covering letter are in Telugu? yes/no
8. Whether any Department/Section exempted from the use of Telugu is your Office? Please specify. yes/no
9. Whether the proposals submitted in Telugu by your sub-ordinate offices being returned ? yes/no
10. How many type-writers are there in your Office? Telugu: English:
- (a) How many English typewriters are there in excess to the authorised number?
- (b) In case of deficiency, what action is taken ?

11. Are you sending Monthly Progress Reports to the Official Language Commission? yes/no
12. How many letters are received and despatched from your office during the preceding month?
- (a) How many of them are issued in Telugu?
- (b) How many of them are issued in English?
- (c) Percentage of those issued in Telugu?
13. Whether Telugu forms, formats and registers are used in your office ?
- (b) Action taken to get the English forms/registers translated into Telugu?
14. Difficulties encountered in the use of Telugu fully by your office:

Seal/Stamp of the Office

Signature of  
The Head of the office