CIRCULAR

Attention of all Heads of Department/Offices is hereby invited to the Budget Speech of Hon'ble Chief Minister/Finance Minister, that all Government Department shall display their Name Boards of Offices in Konkani (Devanagari) and Marathi Languages within three months for effective implementation of Official Language Act.

In this regard all Heads of Department/Offices/Directorates/Institutions/ Government Agencies/Autonomous Bodies/Companies and Societies formed by the Government of Goa or receiving 100% Government Grants are hereby directed to ensure that the Nomenclature including Name Board and Office board/signages shall be displayed in Konkani and Marathi in addition to the English Language.

The prescribed colour for the board shall be (Blue as background with White letters), the font size on the Board shall be legible. Sequence of language shall be Konkani (Devanagri), Marathi and English.

In the event any Department/Corporation/Offices requiring the translation of their nomenclature, the same shall be provided by the Directorate of Official Language on request.

All Heads of Department/Offices are hereby directed to ensure the compliance of the above instructions and the compliance report be submitted to Directorate within 3 months on receipt of the circular.

Further, Directorate of Official Language will inspect the offices and submit the report to Government for necessary action. Failure to comply with the above instructions will be viewed seriously against Heads of Department/Heads of Office.

This Circular supersedes all earlier Circulars issued in this regard.

(B. Vijayan), IAS
Chief Secretary

1. All HODs Offices.
2. All Secretariat Departments.
3. O.S.D. Hon'ble Chief Minister.
Ref. : No. 12/17/2013/DOL/B.S./Circular/316 dated 10/6/2013

CIRCULAR

Attention of all Heads of Department is hereby invited to the Circular referred above issued by the Chief Secretary, Government of Goa of even number date 10/6/2013, wherein in all Heads of Department/Offices/Directorates/Institutions Government Agencies/Autonomous Bodies/Companies and Societies formed by the Government of Goa or receiving 100% Government Grants have been directed to ensure that the Nomenclature including Name Board and Office board/signages shall be displayed in Konkani and Marathi in addition to the English Language.

Further, all Heads of Department/Offices were directed to comply with the instructions contained in the Circular and a compliance report be submitted to the Directorate of Official Language within the period of 3 months.

All Heads of Departments are hereby directed to furnish the compliance report pertaining to your Department including all subordinate/branch offices under your control, in the Proforma (on reverse) alongwith CD (the information should be in Excel Format) which should reach to this office on or before 30/10/2013 positively, onward submission to the Government.

The Government Committee for inspection of Name Boards/signages will visiting shortly, therefore all Heads of Departments/Offices are requested to extend necessary cooperation to the Officers/Officials/inspection team to carryout the inspect

(Dr. Prakash Vazirkar)

Director of Official Language & Ex-officio Joint Secretary to the Government

Encl.: With Proforma as above, to:
1. All HODs/Offices.
2. All Secretariat Departments.
3. O.S.D.‘ble Chief Minister, Secretariat, Porvorim.
4. PA to Chief Secretary, O’to the Chief Secretary, Secretariat.
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**Remarks**
- The name board is to display or not displayed.
- Is there a display of name board?
- Whether name board is displayed in the office.
- Whether name board is displayed in the office.
- Telephone No.
- Address
- Name of office
- S.No.
- Name of office
- Subordinate branch office

**Date of the Department:**

**Name of the Department:**