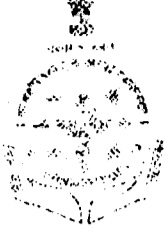


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राजभाषा संचालनालय,  
गोय सरकार,  
गोमाळो, 1 ली लिफ्ट, जुंता हाऊस, पणजी - गोय  
दूरभास क्र. 0832-2420071/2420179  
Website: www.dol.goa.gov.in



DIRECTORATE OF OFFICIAL LANGUAGE  
GOVERNMENT OF GOA  
1<sup>st</sup> flr, 5<sup>th</sup> Floor, Junta House, Panaji - Goa 403 001  
Tel : 0832 - 2420071, 2420179. Fax - 2420071  
Email: official.language09@gmail.com

Date: 10/06/2013

No. 12/17/2013/DOL/B.S./Circular/316

### 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 (Devnagri), 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.

**URGENT  
TIME BOUND**

राजभाशा संचालनालय,  
गोंय सरकार,  
5 चो माळो, 1 ली लिफ्ट, जुंता हाऊस, पणजी - गोंय  
दुरभास क्र. 0832-2420071/2420179



DIRECTORATE OF OFFICIAL LANGUAGE  
GOVERNMENT OF GOA  
1<sup>st</sup> lift, 5<sup>th</sup> Floor, Junta House, Panaji - Goa 403 00  
Tel : 0832 - 2420071, 2420179, Fax - 242007

Email: official.language09@gmail.com

Website: www.dol.goa.gov.in

Date: 14/10/2013

No. 12/17/2013/DOL/B.S./Circular/ 8

Ref. : No. 12/17/2013/DOL/B.S./Circular/316 dated 10/6/2013

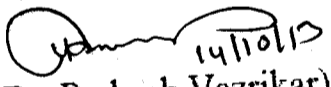
**C I R C U L A R**

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 dated 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 their control, in the Proforma (on reverse) alongwith CD (the information should be in the prescribed Format) which should reach to this office on or before 30/10/2013 positively, for onward submission to the Government.

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

  
(Dr. Prakash Vazrikar)

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. Hon'ble Chief Minister, Secretariat, Porvorim.
4. PA to Chief Secretary, O/o the Chief Secretary, Secretariat

P R O F O R M A

Name of the Department :

Sr. No.	Name of Office - Subordinate/Branch Office starting with head office.	Address	Telephone No.	Person to be contacted	Whether Nomenclature including Name Board and Office board/signages are displayed.		Remarks
					If Yes, details of display.	If not displayed, reasons there to and time frame to display the Name Board, etc.	
1.					1.		
					2.		
					3.		

Signature of H. O. D./Head of Office

Name :

Designation :

Date :