NATIONAL PUBLIC SERVICE TRUST
(Public Welfare • Justice • Development)
(A Social Institution Established under Central Act No. 2 of 1882)
Establishment No. – 212/IV/2026
Office : 670, Model Colony, Ranipur Mod, Haridwar (Uttarakhand) 249407
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Ref. No.: NPST/122/2026 Dated - 30.09.2026

CIRCULAR

SUBJECT: MANDATORY USE OF ENGLISH LANGUAGE IN OFFICIAL CORRESPONDENCE, REPRESENTATIONS, AND PROCEEDINGS OF THE TRUST AND RESTRICTION ON USE OF HINDI WITHOUT PRIOR PERMISSION OF THE CHAIRMAN

In order to maintain uniformity, professionalism, consistency, accuracy and efficiency in the official functioning and institutional record-keeping of the National Public Service Trust, and particularly to ensure that documents prepared and issued by the Trust remain readily capable of being relied upon, annexed, referred to or produced in legal and judicial proceedings, wherever permissible under the applicable rules and procedure, the following administrative directions are hereby issued for strict compliance by all Trustees, office-bearers, authorised representatives, coordinators, members, employees, consultants and every other person acting for or on behalf of the Trust.

1. With effect from the date of issuance of this Circular, English shall be the mandatory language for all official correspondence, representations, applications, complaints, memoranda, notices, reminders, communications and other documents prepared, issued, submitted or transmitted by or on behalf of the Trust. All outgoing official correspondence of the Trust shall accordingly be drafted, finalised and maintained in English, irrespective of whether such correspondence is transmitted physically, electronically, through email, through an online portal or by any other official mode.

2. The adoption of English as the uniform language of official correspondence is an internal administrative measure intended, inter alia, to ensure that documents generated by the Trust are maintained from their inception in a language commonly used in proceedings before constitutional courts, subject always to the applicable rules and practice of the concerned Court.

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The Trust is regularly engaged in public-interest, legal, administrative and institutional matters which may subsequently require its representations, complaints, correspondence, replies, reports, records or supporting documents to be relied upon or produced before the Hon'ble Supreme Court of India, High Courts, Tribunals, Commissions or other competent forums. Preparing the original institutional record in English is therefore intended to minimise the necessity of subsequently obtaining translated versions wherever the applicable procedural framework permits the original English document to be used.

3. The policy is further intended to save administrative time and resources otherwise involved in translating documents at a later stage, reduce the possibility of inadvertent variation, omission or ambiguity arising during translation, preserve the exact language of the original representation or communication, facilitate prompt preparation of pleadings and annexures, and maintain efficiency, consistency and uniformity throughout the official records of the Trust. A document prepared originally in English may consequently be more readily available for legal scrutiny and use in proceedings wherever such use is permissible under the applicable rules of the concerned forum.

4. Save and except with the prior permission of the Chairman, Hindi shall not be used for outgoing official correspondence or documentation of the Trust. No Trustee, office-bearer, member, coordinator, authorised representative, employee, consultant or other person acting for or on behalf of the Trust shall issue, submit, forward, upload or communicate any official letter, representation, complaint, application, memorandum, notice, reminder, email or other institutional communication in Hindi without first obtaining the prior permission of the Chairman.

5. Where the use of Hindi is considered appropriate in any particular matter, prior permission of the Chairman shall be obtained before issuance of the concerned communication. Permission granted in respect of one particular document, communication or matter shall not automatically constitute permission for any subsequent communication unless the permission itself expressly provides otherwise.

6. The requirement of prior permission shall also apply where it is proposed to issue an official communication bilingually in English and Hindi. Approval of an English communication shall not by itself constitute

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approval for publication, circulation or submission of its Hindi translation. Where a Hindi or bilingual version is authorised, the translation shall faithfully correspond with the approved contents of the original document and shall not contain any material addition, omission or alteration.

7. These directions shall apply to official representations, complaints, grievances, applications, notices, memoranda and correspondence addressed to Ministries and Departments of the Central Government; State Governments and their Departments; constitutional and statutory authorities; Chief Secretaries, Principal Secretaries, Secretaries, Commissioners, District Magistrates and other administrative authorities; Police authorities; Municipal Corporations, Municipalities, Panchayats, Zila Panchayats and Development Authorities; statutory commissions, boards, corporations and regulatory bodies; Universities and educational institutions; hospitals and medical institutions; advocates and other professionals; trusts, societies, NGOs and other institutions; and any other public or private authority with whom the Trust officially corresponds.

8. The policy shall further apply to official emails, office memoranda, notices, reminders, follow-up communications, covering letters, public grievances, representations concerning Public Interest Litigations and other legal matters, civic and public-interest issues, policy interventions, research-related correspondence and communications made through governmental portals, departmental websites and other electronic platforms.

9. All representations, complaints, applications, memoranda, proposals, recommendations and other documents intended to be formally issued on behalf of the Trust shall therefore ordinarily originate in English and shall be preserved in English in the official records of the Trust. Where any material is initially prepared in Hindi for internal reference or convenience, the document intended to constitute the formal outgoing communication of the Trust shall be prepared in English before issuance, unless prior permission for use of Hindi has been obtained from the Chairman.

10. All official emails issued through an email account of the Trust or sent by an authorised person in his/her official capacity on behalf of the Trust shall be composed in English. The subject line, body of the communication and covering description of attachments shall also be in English. Where an official email or communication is proposed to be issued in Hindi, prior permission of the Chairman shall be obtained.

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11. Any correspondence bearing or using the name, logo, letterhead, seal, official designation, reference number, email address or other institutional identity of the Trust shall be treated as official correspondence for the purposes of this Circular. The requirements of this Circular shall apply irrespective of whether the communication is transmitted through an institutional account or, where duly authorised, through another mode or account on behalf of the Trust.

12. The availability of Hindi as a language option on any governmental website, grievance portal, application portal or other electronic platform shall not, by itself, constitute internal authorisation to use Hindi on behalf of the Trust. The communication shall be made in English unless prior permission of the Chairman has been obtained for its issuance in Hindi.

13. Where any correspondence or record of the Trust subsequently becomes relevant to litigation or other legal proceedings, the English original maintained by the Trust may, wherever permissible under the applicable procedural requirements of the concerned forum, be utilised for preparation of pleadings, compilation of annexures and production of records. The purpose of maintaining the original correspondence in English is to reduce avoidable duplication and translation work, enable quicker preparation of legal records, preserve consistency between the communication originally issued and the document subsequently relied upon, and improve the overall administrative and legal efficiency of the Trust.

14. The Trust's institutional English-language policy is also intended to create a consistent documentary chain from the stage of the original representation or complaint through subsequent reminders, replies, legal consultation and, where required, judicial proceedings. This shall facilitate easier retrieval, indexing, review and compilation of records and reduce the administrative burden of maintaining different language versions of the same institutional correspondence.

15. English copies of all important correspondence shall be systematically maintained in the physical and/or digital records of the Trust for institutional record-keeping, retrieval, indexing, administrative review, legal consultation, preparation of pleadings, compilation of annexures, digital archiving, website publication wherever appropriate, and institutional continuity. Where a Hindi communication has been issued

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with prior permission of the Chairman, an English version may also be maintained in the official record wherever considered necessary.

16. All official correspondence shall be drafted in clear, precise, professional and legally appropriate English and shall, wherever applicable, clearly identify the addressee, subject matter, relevant facts and chronology, statutory or legal provisions relied upon, grievance or issue requiring consideration, relief or action requested, supporting documents or annexures, reference number, date and the name and designation of the authorised signatory. Care shall be taken to avoid ambiguity, unnecessary abbreviations and expressions inconsistent with the institutional character of the Trust.

17. The Secretary and other authorised office-bearers shall ensure compliance with this Circular in relation to correspondence issued through the official channels of the Trust. Before issuing any official communication in Hindi, the concerned person shall ensure that the requisite prior permission of the Chairman has been obtained. Such permission shall not be presumed merely because Hindi may have been permitted in another communication or on an earlier occasion.

18. Every Trustee, office-bearer, authorised representative, coordinator, member, employee, consultant or other person signing, submitting, uploading, publishing, forwarding or otherwise issuing an official communication on behalf of the Trust shall be responsible for compliance with this Circular. In case of any doubt regarding the language in which a particular communication should be issued, the matter shall be placed before the Chairman before issuance.

19. Nothing contained in this Circular restricts any citizen, authority, institution or other person from communicating with the Trust in Hindi or in any other language. Communications received by the Trust in Hindi or any other language shall be received and processed in the ordinary course. However, for the purpose of maintaining uniformity in the Trust's outgoing institutional record, the reply on behalf of the Trust shall ordinarily be prepared in English, unless prior permission of the Chairman is obtained for issuance in Hindi.

20. Nothing contained in this Circular shall be construed as prescribing, restricting, altering or determining the language of proceedings before any Court, Tribunal, statutory authority or other forum, nor shall it be construed

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as modifying any right, obligation or procedure arising under any applicable law, rules, regulations or binding directions. This Circular is confined exclusively to the internal administrative policy of the Trust concerning the preparation and maintenance of its own official correspondence and records. Whenever any document is required to be filed, produced or relied upon before any forum, the applicable law, rules, practice directions and orders of that forum shall govern its filing and use.

21. Permission granted by the Chairman for use of Hindi in a particular letter, representation, publication, communication or matter shall be confined to the purpose for which such permission has been granted and shall not be treated as continuing or general permission for future communications unless expressly so stated.

22. Any question concerning the interpretation or internal application of this Circular, including whether prior permission for the use of Hindi is required in a particular administrative communication, shall be placed before the Chairman, National Public Service Trust.

23. For the avoidance of doubt, the institutional policy of the Trust shall be that English shall be the uniform language of its official outgoing correspondence and records in order to promote consistency, efficiency, accuracy and institutional continuity and to facilitate the future use of such documents, wherever permissible, before the Hon'ble Supreme Court of India, High Courts and other competent forums without avoidable translation. Hindi may be used in official outgoing correspondence only with the prior permission of the Chairman.

24. This Circular shall come into force with immediate effect and shall apply to all official correspondence and communications initiated, drafted or issued on or after the date of its issuance. All concerned are directed to take note of the above and ensure strict compliance.

By order of the Chairman,
(Priyanshu Kamboj)
Secretary

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