



## Official Notings & Draftings [english - Hindi]



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Ever since Hindi gained the status of the official language, the moral responsibility of making the language acceptable in perfect administrative form has gradually increased.

For the growth, development and expansion of Hindi, this book is a positive endeavour.

As for official purposes, Government officials and employees are deeply enamoured of English in official transactions and failed to accept Hindi seriously.

It is because of a lack of confidence to use proper words or sentences in Hindi.

This book would enlighten the readers about the fact that each official English expression has an Hindi equivalent to it.

The book is meant for those (particularly for English speaking individuals) who are in government offices, industrial houses, corporate business, private establishments, banks, railways or LIC, etc where the need to communicate in Hindi arises from time to time.

the book offers the reader valuable techniques on how to structure the language.

Salient features include:

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\*Administrative Notings.

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This authoritative book is a sincere effort of the author, who worked for 23 years in the Hindi Department of Lal Bahadur Shastri



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