



No. MANUU/Hindi Cell/2023/1290

Date: 17<sup>th</sup> March, 2023.

**CIRCULAR**

This Circular is issued in reference to letter No.13035/1(1)/2021-रा.भा.ए. dt.10.06.2022 received from Dept. of Higher Education, Ministry of Education, Govt. of India & letter No.1-3/2022(Official Language) dt.10.06.2022 received from UGC, Ministry of Education, Govt. of India.

SECTION 3(3) OF OFFICIAL LANGUAGES ACT, 1963, both Hindi and English shall be used for all official work in the offices controlled by the Central Government.

*Under section 3(3) of the Official Language Act, Resolutions, General Orders, Rules, Notifications, Administrative and Other Reports, Press Communiqués, Administrative and Other Reports and Official Papers to be laid before a House or Houses of Parliament, Contract, Agreements, Licenses, Permits, Tender Notices and Forms of Tender should invariably be, issued bilingually. For any violation, the officer signing such documents will be held responsible.*

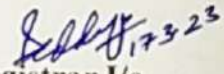
Accordingly, all the Deans/Heads of the Department / Section Heads / Incharge and all Hindi Parangat passed candidates are here by requested to take note of the above provisions under Official Language Act, 1963 in regard to their official work.

In case of any assistance in Hindi, Hindi Cell may be contacted.

To  
All Deans/HoDs/ Principals/ Incharges of HQ/Off-Campuses  
Proctor, DSW, Provost(Boys & Girls)

**Copy To:**

1. O/o V.C /Registrar/OSD-I/OSD-II/F.O/COE/Librarian
2. All the Hindi Parangat passed Candidates
3. Director, CIT for uploading on University Website
4. Concerned file

  
Registrar I/c  
कुलसचिव / Registrar  
मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
Maulana Azad National Urdu University  
गच्चीबोली, हैदराबाद-५०० ०३२.  
Gachibowli, Hyderabad-500 032.