

ہندی پرکوٹ / Hindi Cell

س./No.MANUU/Hindi Cell/2026/1638

دینांक / Date: 13 February, 2026

پریپٹر / CIRCULAR

This Circular is issued in reference to letter No.11011/4/2022- रा.भा.ए. dt.07.11.2023 received from Dept. of Higher Education, 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.

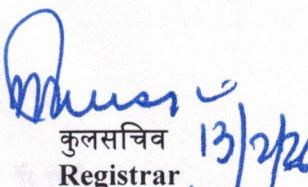
Accordingly, all the Deans/Heads of the Department / Section Heads / Incharge and all Hindi Pragya/Parangat passed candidates are here by requested to take note of the above provisions under Official Language Act, 1963 in regard to their official work.

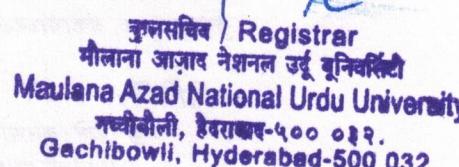
In case of any assistance in Hindi, Hindi Cell may be contacted.

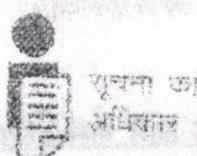
सेवा में/To
All Deans/HoDs/ Principals/ Incharges of HQ/Off-Campuses
Proctor, DSW, Provost(Boys & Girls)

प्रति / Copy to:

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


کولسٹریو
Registrar
13/2/26


کولسٹریو
Registrar
مولانا آزاد نیشنل اردو یونیورسٹی
Maulana Azad National Urdu University
گچیبولی, ہدراواڈ-۵۰۰ ۰۳۲.
Gachibowli, Hyderabad-500 032.



भारत सरकार
शिक्षा मंत्रालय
उच्चतर शिक्षा विभाग
शासनी भवन
नई दिल्ली - 110 115
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
DEPARTMENT OF HIGHER EDUCATION
SHASTRI BHAVAN
NEW DELHI-110 115

सं.इ. 11011/4/2022-रा.भा.ए

दिनांक : 07.11.2023

कार्यालय जापन

विषय: शिक्षा मंत्रालय के नियंत्रणाधीन सभी संबंध/अधीनस्थ कार्यालयों/संस्थानों/आयोगों/विश्वविद्यालयों/बोर्डों आदि में राजभाषा अधिनियम 1963 की धारा 3(3) का अनुपालन सुनिश्चित करना।

भारत सरकार के सभी मंत्रालयों/विभागों तथा उनके संबंध/अधीनस्थ कार्यालयों/उपक्रमों आदि के लिए यह सांविधिक अपेक्षा है कि वे राजभाषा अधिनियम 1963 की धारा 3(3) के तहत डिलिखित सभी 14 दस्तावेजों (सूची संलग्न) को द्विभाषी रूप में अर्थात हिन्दी और अंग्रेजी में साथ-साथ जारी करें। परंतु यह देखने में आशा है कि शिक्षा मंत्रालय के नियंत्रणाधीन कई संबंध/अधीनस्थ कार्यालयों/संस्थानों/आयोगों/विश्वविद्यालयों/बोर्डों आदि में उक्त अधिनियम के उपर्योग का स्त-प्रतिशत अनुपालन नहीं किया जा रहा है।

2. अतएव सभी संबंधितों से अनुरोध है कि वे राजभाषा अधिनियम 1963 की धारा 3(3) के तहत आने वाले सभी कागजात द्विभाषी रूप में एक साथ जारी करें और जारी करते समय यह द्वाल रखा जाए कि हिन्दी रूपान्तर, अंग्रेजी रूपान्तर के ऊपर/पहले रहे। इस संबंध में तत्काल संदर्भ के लिए राजभाषा विभाग द्वारा जारी कार्यालय जापन संख्या 12024/10/90-रा.भा.(ख-2), दिनांक 26 जून, 1990 की प्रति संलग्न है।

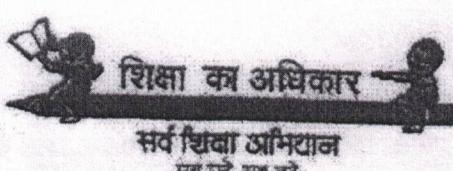
(जगदीश राम धौरी)
संयुक्त निदेशक (रा.भा.)

सेवा में

1. शिक्षा मंत्रालय के नियंत्रणाधीन सभी संबंध/अधीनस्थ कार्यालयों/संस्थानों/आयोगों/विश्वविद्यालयों/बोर्डों/संगठनों आदि के प्रमुख।

प्रतिलिपि

1. संयुक्त सचिव (राजभाषा और प्रशासन), उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय को सूचनायें।
2. गार्ड फाइल।



धारा 3(3) के तहत आने वाले दस्तावेजों की सूची

क्र. सं.	विवरण	particulars
1.	सामान्य आदेश	General Orders
2.	संकल्प	Resolution
3.	परिपत्र	Circulars
4.	नियम	Rules
5.	प्रशासनिक या अन्य प्रतिवेदन	Administrative or other reports
6.	प्रेस विज्ञासियाँ	Press Release/Communiques
7.	संविदाएं	Contracts
8.	करार	Agreements
9.	अनुशासियाँ	Licences
10.	नियिदा प्रारूप	Tender Forms
11.	अनुज्ञा पत्र	Permits
12.	नियिदा सूचनाएं	Tender Notices
13.	अधिसूचनाएं	Notifications
14.	संसद के समक्ष रखे जाने वाले प्रतिवेदन तथा कागज पत्र	Reports and documents to be laid before the Parliament

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क्रमांक 12024/10/90-टॉम (ख-2), दिनांक 26.5.1990

विषय:— राजभाषा अधिनियम 1963 की अर्थ 35(3) का अनुपालन संविधान विषय।

पारं पाराकारं कै मरणे मनुष्यानां विभावनां तुम उनके व्यापदं और अध्यात्म्य कारणानां उत्तमाना आर्द्ध के लिए यह व्यक्तिभक्ति अपेक्षा के लिए अधिक विकासी व्यवहार बनाना चाहिए। अतः यह व्यक्तिभक्ति अपेक्षा के लिए अधिक विकासी व्यवहार बनाना चाहिए।

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भारत सरकार
GOVERNMENT OF INDIA

संघ का राजकीय कार्य हिंदी में करने के लिए¹
वार्षिक कार्यक्रम

2025-26

ANNUAL PROGRAMME
FOR TRANSACTING THE OFFICIAL WORK OF
THE UNION IN HINDI

2025-26

गृह मंत्रालय
MINISTRY OF HOME AFFAIRS

राजभाषा विभाग
DEPARTMENT OF OFFICIAL LANGUAGE
www.rajbhasha.gov.in

Annual Programme for 2025-26 for use of Hindi

S.NO	DETAILS OF WORK	'A' REGION	'B' REGION	'C' REGION
1.	Originating Correspondence In Hindi (Including E-mail)	1. From A to A 100% 2. From A to B 100% 3. From A to C 70% 4. From Region A 100% to Offices / Individuals In States / UTs of A & B region	1. From B to A 90% 2. From B to B 90% 3. From B to C 60% 4. From Region B 90% to Offices Individuals In States / UTs of A & B region	1. From C to A 60% 2. From C to B 60% 3. From C to C 60% 4. From Region C to 60% Offices / Individuals In States / UTs of A & B region
2.	Letters received in Hindi to be answered in Hindi	100%	100%	100%
3.	Noting in Hindi	80%	55%	35%
4.	Training Programme through Hindi Medium	75%	65%	35%
5.	Recruitment of employees utilized for Hindi Typing & Stenographers	80%	70%	45%
6.	Dictation in Hindi/ Direct Typing on Key-Board (self and by the Assistant)	70%	60%	35%
7.	Hindi Training (Language, Typing/ Stenography)	100%	100%	100%
8.	Preparation of Bilingual Training Material	100%	100%	100%

9. Expenditure for the purchase of Hindi books etc., including digital material i.e., Hindi e-books, hindi e-newspapers, CD/DVD, Pen Drive including amount incurred on Translation in Hindi from English and Regional Languages out of the total Library grant excluding journals and standard reference books.	50%	50%	50%
10. Purchase of all electronic equipment including computers having bilingual i.e. Hindi and English working facility.	100%	100%	100%
11. Website bilingual	100%	100%	100%
12. Citizen Charter and display of Public Interface Information Board bilingual	100%	100%	100%
13. (I) Inspection by Ministries/ Departments/ Offices of their offices located outside their Headquarters by the officers (DS/Dir/JS) and officers of OL sections (% of Offices)	30% (minimum)	30% (minimum)	30% (minimum)
(II) Inspections of sections at Headquarters.	30% (minimum)	30% (minimum)	30% (minimum)
(III) Joint inspections by the officers Concerned & those of the Departments of Official Language of Foreign based Undertakings/ Offices etc. owned or controlled by the Central Government.	At least one inspection in a year.		
14. Meetings regarding Official Language			
(A) Hindi Salahakar Samiti	02 meetings in a year		
(B) Town Official Language Implementation Committee.	02 meetings in a year (One meeting in every six months)		
(C) Official Language Implementation Committee.	04 meetings in a year (One meeting in every quarter)		

15. Translation of Codes, Manuals, Forms, Procedural literature. 100% 100% 100%

16. Sections of the Ministries/ Departments/ Offices/ Banks/
Undertakings where entire work to be done in Hindi. 45% 35% 25%

(Minimum Sections)

45% in 'A' Region, 30% in 'B' Region and 20% in 'C' Region work
may be done in Hindi for those Public Sector Undertakings/
Corporations where there is no concept of sections.