



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
 A Central University under Ministry of Education  
 Government of India



**Minutes of the Official Language Implementation Committee Meeting held on 12.02.2025,  
 at 03:30 pm.**

The following members were present:

1. Prof. Syed Najamul Hasan, **Chairperson**  
**Professor, School of Sciences**
2. Dr. Shagufta Perveen, **Member / Convenor**  
**Hindi Officer, Hindi Cell**
3. Prof. Patan Rahim Khan, **Member**  
**Professor, Dept. of Hindi**
4. Dr. Ashwani, **Member**  
**Associate Professor, Dept. of Education & Training**
5. Dr. Mohd. Mustafa Ali Sarwari, **Member**  
**Public Relation Officer**
6. Dr. Shahid Jamal, **Member**  
**Asst. Prof., Centre for Deccan Studies**

At the outset Convenor welcomed all the Members of the Official Language Implementation Committee.

*Thereafter the agenda items were taken up for discussion.*

**Item- 1. Review of the past activities of the Hindi Cell.**

As desired by the Chairperson, Hindi Officer, briefed the members about past activities and achievements of the Hindi Cell.

- It was informed that, all the qualified candidates of 8<sup>th</sup> Batch Hindi Parangat course have been given incentive award.
- It was informed that, circular regarding compliance of section 3(3) of the Official Language Act, 1963 has been circulated in all the Departments and sections and it was requested that assistance can also be taken from the employees who have qualified Hindi Parangat course.
- It was informed that the Hindi Cell is preparing the notifications, orders, notices, circulars, standard forms etc. in bilingual form and uploading them on the University website from time to time.
- It was informed that the Hindi website of the university is being updated regularly by the Hindi Cell.

**Item- 2. To promote progressive use of official language Hindi in the University offices.**

Members opined to circulate the circular issued by Rajbhasha Vibhag, Ministry of Home Affairs, New Delhi to all the departments and sections and make them aware about the implementation of Annual Program 2024-25 and also to aware regarding Section 3(3) of the Official Language Act, 1963 for promotion of Official language(Hindi) in all office work. Hindi Pragma and Parangat passed trainees should also extend their cooperation.

The members suggested that, as per the Rule 5 of the Official Language Act, 1976, efforts should be made to reply in Hindi to the letters received in Hindi from the Govt. offices and other institutions, otherwise it will be violation of the rules.

**Item- 3. To Discuss on Inspection of the Ministry of Education Official Language committee on 19.02.2025.**

The members of the committee were informed that on 19.02.2025 Official language inspection is to be done by Ministry of Education officials. Smt. Santosh Kumari, Assistant Director, MoE, Ms. Poonam Vimal, Senior Translation Officer and Shri. Sanjay Meena, Junior Translation Officer, MoE coming for the official language inspection.

A circular was issued to all the section heads regarding the MoE inspection, and the section heads were requested to ensure the implementation of official language in their offices in files, orders, circulars, registers, Hindi rubber stamp and other related official works.

PPT presentation regarding officials language implementation was prepared and shown to the members of the committee related to official language inspection, on which the members express their satisfaction.

The meeting ended with a vote of thanks to the chair.



**Hindi Officer  
Member / Convenor  
MANUU, Hyderabad**