

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
**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 18.10.2024,  
 at 04:00 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. Shahid Jamal, **Member**  
*Asst. Prof., Centre for Deccan Studies*

At the outset Convenor welcomed all the Members of the Official Language Implementation Committee. Dr. Boska Bhagyamma, Asst. Professor, Dept. of Education & Training not able to attend the meeting because she got transferred to CTE, Bhopal.

*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 Hindi Parangat course & Hindi Typing course under Hindi Teaching Scheme were awarded certificates during Hindi Week-2024.
- 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 two(2) Right to information(RTI) letters received in Hindi have been translated in English.
- It was informed that Hindi Week-2024 celebrations were held from 11.09.2024 to 17.09.2024, under which several competitions (Hindi essay, poetry recitation and Hindi workshop) were organized.
- It was informed that, "हिन्दी दिवस की हार्दिक शुभकामनाएं" and quotes related to Hindi were displayed on the LED screen near the main gate of the university through PPT presentation.
- It was informed that the 27th Annual Accounts of the University-2023-24 was translated into Hindi.
- It was informed that the Hindi website of the university is being updated regularly by the Hindi Cell.

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**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 to promote the progressive use of Hindi, administrative phrases should also be uploaded on the university website.

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 regarding Quarterly Progress Report.**

All the members of the committee were informed that, Quarterly Progress Report till September, 2024 has been sent to the Rajbhasha Vibhag, Ministry of Home Affairs. Members expressed their satisfaction.

**Item-4. Any other item with permission of the Chair.**

- Filling up of the vacant post due to transfer of Dr. Boska Bhagyamma, Assistant Professor, Department of Education and Training, Committee Member, Official Language Implementation Committee to CTE, Bhopal.

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

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