

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 22.04.2026,
 at 03:45 pm.**

The following members were present:

1. Prof. Ehtesham Ahmad Khan, **Chairperson**
Professor, Dept. of MCJ
2. Dr. Shagufta Perveen, **Member / Convenor**
Hindi Officer, Hindi Cell
3. Prof. Patan Rahim Khan, **Member**
Professor, Dept. of Hindi
4. Dr. Govindaiah Godavarthi, **Member**
Assistant Professor, Dept. of English
5. Dr. Mohd. Mustafa Ali Sarwari, **Member**
Public Relation Officer, MANUU
6. Dr. Wajada Ishrat, **Member**
Assistant Professor, CDOE

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, the Hindi Officer briefed the members about past activities and achievements of the Hindi Cell.

- It was informed that, 28th Annual Accounts for the year 2024-25 was translated into Hindi by the Hindi Cell.
- It was noted 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.
- The committee was also informed that, a Circular related to section 3(3) of the Official Language Act, 1963 has been circulated in all the Departments and sections.
- It was also informed that the Hindi website of the university is being updated regularly by the Hindi Cell.

Item- 2. Promotion of progressive use of official language Hindi in the University offices.

The Members were apprised of the implementation of the Annual Programme 2026-27 issued by the Department of Official Language, Ministry of Home Affairs, New Delhi. It was suggested that a circular be issued to all departments and sections to promote awareness of the Official Language (Hindi) and to ensure compliance with Section 3(3) of the Official Languages Act, 1963 in all office work. The Hindi Pragya and Hindi Parangat passed trainees were also requested to extend their cooperation in this regard.

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, failing which it would be a violation of the rules.

Hindi Cell staff attended a one day workshop on "**Bharati-Bahubhashi Anuvada Sarthi**" organized by C-DAC Pune and Department of Official Language, Ministry of Home Affairs, Govt. of India held on 26.02.2026 at **National Institute for Micro, Small and Medium Enterprises, Yousufguda, Hyderabad**. A workshop was organized to disseminate and make aware the training received in the workshop among the university staff.

On 21.04.2026, the 18th half-yearly meeting was held by the Town Official Language Implementation Committee(Central Govt.-I) in which the half-yearly progress report was reviewed and suggestions were given.

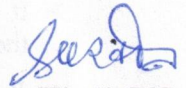
Item- 3. Discussion regarding the Quarterly Progress Report.

All the members of the committee were informed that, Quarterly Progress Report upto December, 2025 has been sent to the Rajbhasha Vibhag, Ministry of Home Affairs and the process of seeking information from different departments/sections of the University for the report upto January - March, 2026 is in progress.

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

The Chairperson suggested that information regarding the use of the "**Bharati – Bhubhashi Anuvada Sarthi**" a translation tool developed by the Ministry of Home Affairs, Government of India, be provided to every Section Head and employee of the University. Furthermore, the Section Heads and employees should be encouraged to facilitate the preparation of bilingual rubber stamps, bilingual letterheads, and bilingual documents.

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


Hindi Officer
Member / Convenor
MANUU, Hyderabad

