

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(संसद के अधिनियम १९९८ द्वारा स्थापित केन्द्रीय विश्वविद्यालय)  
(राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् द्वारा "ए" ग्रेड प्राप्त)



No. MANUU/H.C/2021/1025

Date: 25<sup>th</sup> January, 2021.

**CIRCULAR**

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 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.

*[Signature]*  
Registrar I/c

To  
All Deans/HoDs/Directors of the Centres and Directorates/ Principals/ Incharges/ Central Library/ Section Heads / Satellite Campuses (Teaching and Non-Teaching), Regional Centres, Sub-Regional Centres, Proctor, Provost (Boys & Girls)

**Copy To:**

1. O/o V.C /Registrar/F.O/COE/Librarian.
2. Director, CIT for uploading on University Website
3. Concerned file

**Hindi Version follows**