

हिन्दी प्रकोष्ठ  
राजीव गाँधी विश्वविद्यालय  
रोनो हिल्स, दोईमुख

दिनांक/Date: 27/12/2023

फाइल संख्या.आर.जी.यू/एच.सी/वयू.आर/2012/12

परिपत्र/CIRCULAR

राजीव गाँधी विश्वविद्यालय के विभागों/प्रकोष्ठों/शाखाओं को सूचित किया जाता है कि राजभाषा नियम के तहत हिन्दी प्रकोष्ठ को राजभाषा विभाग- शिक्षा मंत्रालय, गृह-मंत्रालय, यू.जी.सी को राजभाषा हिन्दी के प्रयोग संबंधित विश्वविद्यालय का तिमाही प्रगति रिपोर्ट जमा करना होता है। अतः सभी संबंधित विभागों/प्रकोष्ठों/शाखाओं से अनुरोध है कि 2023 की चतुर्थ तिमाही - अक्टूबर, नवम्बर व दिसम्बर 2023 का रिपोर्ट (भाग-1) सभी सूचनाओं सहित 10 जनवरी 2024 तक जमा करें। उक्त प्रपत्र विश्वविद्यालय वेबसाइट ([www.rgu.ac.in](http://www.rgu.ac.in)) में इस परिपत्र के साथ उपलब्ध होगा तथा भरा हुआ प्रपत्र हिन्दी प्रकोष्ठ को विभागीय ई-मेल द्वारा भी भेजा जा सकता है। हमारा ई-मेल है-[hindicell@rgu.ac.in](mailto:hindicell@rgu.ac.in)

This is to inform all the Departments/cells/Branches of Rajiv Gandhi University that as per O.L Rule, quarterly progress report regarding use of Official Language Hindi in university is to be submitted to Dept. of O.L., ME, MHA, UGC through Hindi Cell. Hence, all concern are here by requested to submit Quarterly Report Proforma (part 1) on or before 10<sup>th</sup> January 2024 along with all information regarding the 4<sup>th</sup> quarter i.e. for the month of October, November & December 2023. Said proforma will be available in the university website ([www.rgu.ac.in](http://www.rgu.ac.in)) with this circular and filled proforma can be submitted to Hindi Cell through email also. Our Email ID-[hindicell@rgu.ac.in](mailto:hindicell@rgu.ac.in)

यह कुलपति के अनुमोदन से जारी है।

This is issued with the approval of the Vice Chancellor.

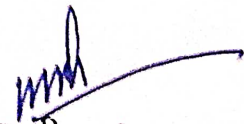
हस्ता/-

कुलसचिव/Registrar

दिनांक- 01/01/2024

फाइल संख्या.आर.जी.यू/एच.सी/वयू.आर/2012/12/04  
प्रतिलिपि/Copyto:-

01. कुलपति के निजी सचिव को सूचनार्थ।
02. कुलसचिव के निजी सहायक को सूचनार्थ।
03. वित्त अधिकारी के निजी सचिव को सूचनार्थ।
04. परीक्षा नियंत्रक के निजी सहायक को सूचनार्थ।
05. सभी शाखा/प्रकोष्ठ/विभाग के प्रमुखों को सूचना एवं संप्रेषण हेतु।
06. पुस्तकालयाध्यक्ष (प्रभारी) को सूचना एवं संप्रेषण हेतु।
07. संयुक्त निदेशक (कंप्यूटर केन्द्र) को सूचना सहित विश्वविद्यालय वेबसाइट में अपलोड हेतु निवेदन।
08. कार्यालय प्रति
09. फाइल गार्ड

  
(गुम्पी डूसो)  
हिन्दी अधिकारी

**Part - I ( To be furnished at the end of each Quarter)**

Name and full postal address of the Office \_\_\_\_\_  
 Phone No. of the Concerned Official Language Officer : STD Code \_\_\_\_\_ Tel. No. \_\_\_\_\_ E:Mail \_\_\_\_\_

**1. Documents issued under section 3(3) of Official Languages Act, 1963**

- (a) Total no. of documents issued \_\_\_\_\_  
 (b) Total no. of documents issued bilingually \_\_\_\_\_  
 (c) Documents issued in English only \_\_\_\_\_

**2. Letters received in Hindi (Official Languages Rule 5)**

- (a) Total no. of letters received in Hindi \_\_\_\_\_  
 (b) How many letters replied against these in Hindi \_\_\_\_\_  
 (c) How many letters replied against these in English \_\_\_\_\_  
 (d) No. of letters not expected to be replied \_\_\_\_\_

**3. Status regarding letters received in English & replied in Hindi (Applicable to offices located in 'A' & 'B' region)**

	No. of letters received in English	How many letters replied against these in Hindi	How many letters replied against these in English	No. of letters not expected to be replied
	1	2	3	4
From region 'A'				
From region 'B'				

**4. Details of original letters issued**

	In Hindi	in English	Total No. of letters issued
	1	2	3
To Region 'A'			
To Region 'B'			
To Region 'C'			

**5. (During quarterly) number of Notings on files/documents\***

No. of pages with Notings in Hindi

No. of pages with Notings in English

No. of pages of total Notings

\* Counting of no. of pages should be done in full marks and half marks only.



## Hindi Workshops

Number of full day workshops conducted during quarter	Total no. of officials trained in these workshops	
	Officers	Employees
1	2	3

Note : All the personnel of the office should be imparted training at least once in 2 years .

7. Date of the meeting of the Departmental/Organizational Official Language Implementation Committee -----

(a) Date of the meeting of Official Language Implementation Committee (Central / Head office) \_\_\_\_\_

(b) No. of Official Language Implementation Committee constituted in subordinate office \_\_\_\_\_

(c) No. of meetings organized in this quarter \_\_\_\_\_

(d) Whether the agenda or the minutes of the meeting were issued in Hindi ? Yes / No

8. Date of the meeting of the Hindi Advisory Committee :  
(For Ministries/ Departments only) \_\_\_\_\_

9. Brief description of the outstanding work/achievements during the quarter (maximum 250 characters) :

The above said information has been prepared on the basis of available records and is true to my knowledge.

Name of the Chairperson of the O.L.I.C of Min./Dep./Org. \_\_\_\_\_

Designation \_\_\_\_\_

Telephone No. with STD Code \_\_\_\_\_

Fax No. \_\_\_\_\_

E:mail address \_\_\_\_\_