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भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE
केंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

Dated: 14-10-2015

To,

All Ministries/Departments/Public sector undertakings/Banks/corporations/statutory Bodies/public Enterprises/Organisations etc.

Subject : 05 Full working days orientation programme for Managers (Official language)/Joint/Deputy/Assistant Directors(Official language)/Hindi Officers of all Ministries/Departments of the Union Government/ public sector undertakings/ Banks/ Corporations/ statutory bodies/Public Enterprises/ Organizations for the year-2016-regarding.

Sir/Madam

Keeping in view the necessity of training, the Central Hindi Training Institute has been conducting programmes for Hindi officers of the Government of India and public Sector Undertakings so that they can play vital role for successful Implementation of Official language policy. Total 51(Fifty one) orientation programmes have been conducted from year 1999 to 2015.

It has been observed that many nominated officers do not participate in the programmes due to administrative, personal or some unavoidable reasons. Besides this, a considerable number of officers still exist who have not been nominated in any such training programmes. Therefore, two orientation programmes are being organized during the year 2016. you are requested to nominate your Rajbhasha Adhikaris under your control for the said training programmes.

Brief information about training.

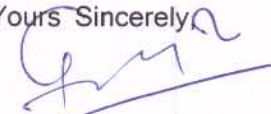
| Sl.No. | Name of the Programme | objective | period | Eligibility/Designation of nominated officer | Name of training/ Institutes/offices for Whom training is compulsory |
|--------|-----------------------|--|---|---|--|
| 1. | Orientation Programme | To provide up to Date information on Official language Hindi. To get them Acquainted with the Responsibilities related to Official language for Successful Implementation of the official language policy. | 14 March, 2016 to 18 March, 2016 (Five full Working days.) | Joint//Deputy/Assistant Directors(O.L.) associated with the Implementation of Official language policy/translation. | Various training institutes of Government of India, Ministries/ Departments/public undertakings, Banks, Corporation, Statutory Bodies, public Enterprises, Organization etc. |
| 2. | - do - | - do - | 17 Oct., 2016 to 21 Oct., 2016 | - do - | - do - |

Procedure of Enrollment and Performa

- Details of the officers nominated for the above training may be sent to this office in the performa given in the Annexure-I well in advance so that any kind of difficulty in correspondence can be avoided.
- Confirmation letter for training will be sent separately well in advance by this office to the officers.
- Nominated officers of the concerned office may be relieved for the training only after the receipt Of confirmation latter from the Central Hindi Training Institute.
- The working hours for training would be 9.30 a.m. to 6.00 p.m.
- **Address of the training Centre:** Short term Intensive Training Unit, Central Hindi Training Institute, Department of official language, Ministry of Home Affairs, 2A, Prithviraj Road, (Opposite to J&K House/ near Rajasthan House) New Delhi-110011.

Note

- Administrative heads of all the all the Ministries/Departments,Undertaings, Banks and Corporations etc. are requested to circulate this letter immediately to their Attached and Subordinate offices/Units/Branches.
- Admissible TA/DA etc. will be borne by the concerned office/Organization of the participant and not by the Institute (sansthan)
- Please ensure to relieve the officers who have been cofirmed by this office for the training programme. If the said officer can not be relieved for any reason whatsoever, the other officer may be sent as a replacement. Also please ensure that Such confirmed officers are nominated again for the next training programme.
- Each Participant will be given a certificate and relieving order by this Institute on completion of the training.
- Kindly refer Annexure-II for contact numbers of the officers of the Institute, address of the training centre, hostel and bus route/ nearest railway station etc.
- **Kindly contact Assistant Director in-charge at 011-23793521 for any other desired information Regarding training**

Yours Sincerely


(Dr. JAI PARKASH KARDAM)
Director

Endorsement No. 19011/25/2015/CHTI/STIT/ 1965+02964 DATED 14-10-2015

Copy to :

1. Private secretary to Joint secretary (O.L), Deptmt of official language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai singh Road, New Delhi.
2. Editor, Rajbhasha Bharti, Deptmt of official language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai singh Road, New Delhi.
3. Joint Director (Head Quarters), Hindi Teaching Scheme, 7th floor, Paryavaran Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wide publicity.

6. Deputy Director (Examination), Hindi Teaching Scheme, New Delhi.
7. Assistant Director, Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Paryavaran Bhawan, New Delhi.
8. Assistant Director (Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Paryavaran Bhawan, New Delhi with this direction that they will make it available on the Portal/website of the Department of official language.
9. Administrative Officer, Central Hindi Training Institute, 7th Floor, Paryavaran Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hyderabad, Bangaluru.



(Dr. JAI PARKASH KARDAM)

Director

Contact Persons

| 1. | 2. |
|---|--|
| Director, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 7th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. 110003. Telephone: 011-24361852 FAX: 011-24361852 Email:dirchti-dol@nic.in | Assistant Director in Charge, Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 FAX: 011-23018740. Email: cht11110@nic.in |

Address of Training Centre/Hostel and bus route No./ Nearest Metro Station

| Training Centre |
|--|
| Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 Bus Route - From New Delhi Railway Station to UPSC, Shahjahan Road Bus No.440, 56, 522(Spl) From Old Delhi Railway Station to Prithviraj Road Bus No. 502 From ISBT to Prithviraj Road Bus No.501, 503, 533, 621 Metro Station: Khan Market or Jorbagh |

| Hostel | Hostel |
|---|---|
| Warden (Hostel), Central Hindi Training Institute, Flat No.2, Government Hostel, 3rd Floor, Dev Nagar, Karol Bagh, New Delhi.110005. Bus Route: From New Delhi Railway Station to Khalsa College. Bus No.181 From Old Delhi Railway Station to Liberty Cinema Bus No.926 From Hostel to UPSC, Shahjahan Road (Prithviraj Road) Bus No.450, 181. | Hostel Warden/Caretaker Central Translation Bureau, Flat No.-876 to 890, Pushp Vihar, Sector-7, New Delhi. 110017. Phone-011-29562873, 24361734 Bus Route- From Old Delhi Railway Station, Bus No.419. From New Delhi Railway Station- R.K.Ashram Bus Stop, Bus No.521 & 522. From Pushp Vihar Hostel to Training Centre-Bus No. 521 & 522. (Nearest Bus Stop-Lodhi Garden) |

PROFORMA

| Name of the Officer/ Employee | Designation | Mother tongue | Presently posted at | Educational / Technical qualification | Knowledge of Hindi | Telephone No. (Office)/ Mobile | E-mail Id. |
|-------------------------------|-------------|---------------|---------------------|---------------------------------------|--------------------|--------------------------------|------------|
| | | | | | | | |

Signature of Sponsoring Officer

Designation : _____

Full Address of Office : _____

Telephone No. _____ Fax No. _____

Email Id.: _____