

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

Tele : 23793521

Dated: 07/11/2014

To,

All Ministries/Departments/ Public Sector Undertakings/ Banks/ Corporations/ Statutory bodies/ Public Enterprises/ Organisations etc.

Subject : Details of intensive Hindi workshops to be organized during the year 2015 by the Central Hindi Training Institute (Sansthan) for the officers/ employees of all the Ministries/Departments, their attached & subordinate offices and Public Sector undertakings/ Statutory Bodies/ Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Govt.- regarding.

Sir/Madam,

The intensive Hindi workshops are being organized by the Institute (Sansthan) for the officers/employees of all the Ministries/Departments, their attached & subordinate offices and Public Sector undertakings/ Statutory Bodies/ Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government. Officers/employees of all the offices may undergo for intensive training in these workshops.

The details of various intensive Hindi workshops to be organized during the year 2015 are given in Annexure-1 so that the concerned offices may nominate their personnel in one go as per their convenience for various workshops being organized according to the annual calendar.

Brief information about training.

Sl.No.	Name of the programme	Objective	Period	Offices of Govt. of India for whom training is compulsory
1.	Intensive Hindi Workshop	<p>(A) To motivate departmental officers/ employees to do their official work in Hindi.</p> <p>(B) To equip the departmental officers/employees with skill so that they may do their official works in Hindi without any hesitation.</p> <p>(C) To skill them (writing skill) for doing their official work in Hindi.</p> <p>(D) To acquaint them with E-tools/softwares developed by the Department of Official Language.</p>	Five working days.	All the Ministries/ Departments, their attached & subordinate offices and Public Sector Undertakings/ Statutory Bodies/ Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Govt.

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Eligibility

- For successful implementation of the Official Language Policy, all the offices have been requested by the Department of Official Language to get all those personnel trained in Official Hindi who have acquired working knowledge* or proficiency** in Hindi. (Definition of working knowledge and proficiency is separately given at */**).
- Non-Hindi speaking officers/employees who have already undergone the training of Prabodh, Praveen and Pragya courses, but find it difficult to do their office work in Hindi, they can be nominated for these workshops.
- Preference in admission would be given to those officers/employees, who have never undergone training in Hindi workshop conducted by the Institute (Sansthan).

*An employee shall be deemed to have acquired working knowledge of Hindi -

- If he/she has passed the matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
- If he/she has passed the Pragya examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by the Government in respect of any particular category of posts, passed any desired examination under that scheme; or
- If he/she declares himself to have acquired such knowledge in the form annexed to the Official Language Rules, 1976.

**An employee shall be deemed to possess proficiency in Hindi :

- If he/she has passed the matriculation or an equivalent or higher examination in Hindi as a medium of examination; or
- If he/she has opted Hindi as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination; or
- If he/she declares himself to possess proficiency in Hindi in the form annexed to the Official Language Rules, 1976.

Procedure of Enrollment and Performa

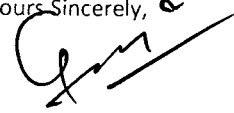
- Details of the officers/employees nominated for the above training may be sent to this Office in the Performa given in the Annexure-III well in advance so that any kind of difficulty in correspondence can be avoided.
- Confirmation letter for training will be sent separately to the nominated officer by this office.
- Nominated officers/employees of the concerned office may be relieved for the training only after the receipt of confirmation letter from the Central Hindi Training Institute.
- The working hours for workshops 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

- Kindly refer Annexure-I for annual details for Intensive Hindi Workshop.
- Administrative heads of all the Ministries/Departments, Undertakings, Banks, 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 Offices/Organization of the participant and not by the Institute (Sansthan).
- Please ensure to relieve the officers who have been confirmed by this office for the training Programme. If the confirmed officer cannot 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 PRAKASH KARDAM)
Director

Endorsement No.19011/24/2014/CHTI/STIT./11354/1135 DATED - 07.11.2014.

Copy to :

1. Private Secretary to Joint Secretary (O.L.), Department of Official language, Ministry of Home Affairs, NDCC-II, Building, 4th Floor, Jai Singh Road, New Delhi.
2. Editor, Rajbhasha Bharti, Department 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 PRAKASH KARDAM)
Director

**Intensive Hindi Workshops
(Full Five working days)**

Sl. No.	Workshop No.	Training Period
1.	416	02.02.2015 to 06.02.2015
2.	417	16.02.2015 to 20.02.2015
3.	418	09.03.2015 to 13.03.2015
4.	419	23.03.2015 to 27.03.2015
5.	420	20.04.2015 to 24.04.2015
6.	421	11.05.2015 to 15.05.2015
7.	422	15.06.2015 to 19.06.2015
8.	423	13.07.2015 to 17.07.2015
9.	424	17.08.2015 to 21.08.2015
10.	425	07.09.2015 to 11.09.2015
11.	426	21.09.2015 to 25.09.2015
12.	427	05.10.2015 to 09.10.2015
13.	428	02.11.2015 to 06.11.2015
14.	429	16.11.2015 to 20.11.2015
15.	430	07.12.2015 to 11.12.2015

Contact Persons

1.	2.
<p>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</p>	<p>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: cht1110@nic.in</p>

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

Training Centre
<p>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</p>

Hostel	Hostel
<p>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.</p>	<p>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)</p>

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.: _____