

भारत सरकार

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GOVERNMENT OF INDIA

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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 : Details of Intensive Hindi workshops to be organized during thr year 2016 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 may undergo for Intensive training in these workshops.

The details of various Hindi workshops to be organized during the year 2016 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.N.	Name of the programme	Objective	Period	Offices of Govt.of India for whom training is compulsory
1.	Intenslve Hindi workshop	(A) To motivate departmental officers/ Employees to do their Official work in Hindi. (B) To equip the departmental officers/ employees with skill so that they may do their official works in Hindi without any hesitation (c) To skill them (writing skill) for doing Their official work in Hindi (D) To acquaint them with E-tools/software developed by the Department of official language.	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 Government

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.

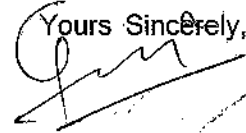
Procedure of Enrollment and Performa

- 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

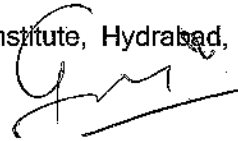
Yours Sincerely,


(Dr. JAI PARKASH KARDAM)
Director

Endorsement No. 19011/24 /2015/CHTI/STIT/ 965 to 1964 DATED 14-10-2015

Copy to :

1. Private secretary to Joint secretary (O.L), Depttment of official language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai singh Road, New Delhi.
2. Editor, Rajbhasha Bharti, Depttment 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 Directors(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

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

Sl. No.	Workshop No.	Training Period
1.	431	11.01.2016 to 15.01.2016
2.	432	15.02.2016 to 19.02.2016
3.	433	07.03.2016 to 11.03.2016
4.	434	04.04.2016 to 08.04.2016
5.	435	09.05.2016 to 13.05.2016
6.	436	06.06.2016 to 11.06.2016
7.	437	11.07.2016 to 15.07.2016
8.	438	25.07.2016 to 29.07.2016
9.	439	08.08.2016 to 12.08.2016
10.	440	05.09.2016 to 09.09.2016
11.	441	19.09.2016 to 23.09.2016
12.	442	03.10.2016 to 07.10.2016
13.	443	07.11.2016 to 11.11.2016
14.	444	21.11.2016 to 25.11.2016
15.	445	05.12.2016 to 09.12.2016

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.: _____