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GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Dated: 05.11.2019

To

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

Subject : Organisation of Orientation programme for five full working days for Managers (O.L)/Joint/Deputy/Assistant Directors(OL)/Hindi Officers of all the Ministries/Departments of the Union Government/ Public Sector Undertakings/ Banks/ Corporations/ Statutory Bodies/Public Enterprises etc. for the year 2020-regarding.

Sir/Madam,

The Central Hindi Training Institute has been successfully conducting orientation programmes for the Hindi Officers of the Govt of India and its various public sector offices with the view of imparting essential training to them for the effective discharge of their duties in implementing the Official Language policy. So far (from 1999 to 2019) such fifty eight orientation programmes have been conducted.

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 2020, You are requested to nominate the OL officers working under you for the same.

Brief information about training

S.N.	Name of the Programme	Objective	Period	Eligibility/Designation of nominated officer	Training institutes /Offices for whom training is compulsory
1.	Orientation Programme	To provide the latest information on Official Language Hindi. To get them acquainted with the responsibilities related to official language for the successful Implementation of O.L.policy.	16 March, 2020 to 20 March, 2020 (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 Sector Undertakings, Banks, Corporations, Statutory Bodies, Public Enterprises, Organization etc.
2.	- do -	- do -	05 Oct., 2020 to 09 Oct., 2020	- do -	- do -

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Procedure of Enrolment and Proforma

Details of the officers nominated for the above training may be sent to this office in the Proforma given in Annexure-I well in advance so that any kind of inconvenience in correspondence can be avoided. Confirmation letter for training will be sent separately well in advance by this office.

Nominated officers 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 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, 2-A, Prithviraj Road, (Opposite J&K House/ near Rajasthan house) New Delhi-110011.

Note

- Administrative Heads of all the Ministries/Departments, Undertakings, Banks and Corporations etc. are requested to circulate this letter immediately to their attached and subordinate offices/Units/Branches.
- The concerned office/organization of the participant will bear the admissible TA/DA etc. **and not** by the Central Hindi Training Institute.
- Please ensure that the officers **who have been issued confirmation letters by this office** may be relieved for the training programme without fail. For any reason if the officer cannot be relieved for that particular programme, he/she may be nominated for the next programme and in his/her place, an other officer can be nominated.
- Participants 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.
- **For any other information regarding training kindly contact Assistant Director in-charge at 011-23793521**

Yours sincerely,

(Suman LaL)

Joint Director

Endorsement No. 19011/25/2019/CHTI/STIT/17707/2469 Dated 05.11.2019

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,
3. Joint Director (Head Quarters), Hindi Teaching Scheme, 7th floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wide publicity.

6. Deputy Director (Examintation), Hindi Teaching Scheme, New Delhi.
7. Assistant Director, Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.
8. Assistant Director(Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya 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, Pt. Deendayal Antyodaya Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hydrabad, Bengaluru.



(Suman LaL)
Joint Director

PROFORMA

Name of the Officer	Designation	Mother tongue	Presently Posted at	Educational /Technical qualification	Knowledge of Hindi	Telephone No. of office/ Mobile	E-mail Id.

Signature of the Sponsoring Officer -----

Designation :-----

Full Address of Office :-----

Telephone No. -----Fax No. -----

Email Id : -----

Details of the officers for communication :

1.	2.
Director Central Hindi Training Institute, Deptt. Of Official Language, Ministry of Home Affairs, 7 th Floor Pt.Deendayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003 Tel : 011-24361852 Fax : 011-24361852 Email :dirchti-dol@nic.in	Assistant Director in Charge Central Hindi Training Institute, Deptt. Of Official Language, Short Term Intensive Training Cell 2-A, Prithviraj road, New Delhi-110011 Tel : 011-23793521 Fax : 011-23018740

Address of the Training Centre/Bus Route no./Nearest Metro Station

Training Centre
Central Hindi Training Institute, Deptt. Of Official Language, Short Term Intensive Training Cell 2-A, Prithviraj road, New Delhi-110011 Tel : 011-23793521 Bus Route : From New Delhi Railway Station to UPSC, Shahjahan Road – Bus No. 440, 56, 522(SPL) From Old Dehi Railway Station to Prithviraj Road Bus No. 502 From ISBT to Prithviraj Road Bus No. - 501, 503, 533, 621 Nearest Metro Station : Khan Market Or Jorbagh

Address of the Hostels/Bus Route no./Nearest Bus stop

Hostel -I	Hostel - II
Warden Hostel Central Hindi Training Institute Flat No.2, Government Hostel, 3 rd 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 Wardern/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 – RK Ashram Bus Stop, Bus No. 521& 522 From Pushp Vihar Hostel to Training Centre- Bus No. 521& 522(Nearest Bust Stop-Lodhi Garden)