

To,

CENTRAL HINDI TRAINING INSTITUTE

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

Sub: Organizing Intensive Hindi Workshops during the year 2023 by Central Hindi Training Institute for the Officers/Employees of all Ministries/Departments and their attached and subordinate offices and Public Sector Undertakings/ Statutory Bodies/ Enterprises/ Agencies/ Corporations and Nationalised Banks owned/controlled by Union Government- reg.

Sir/Madam,

As per the guidelines issued by Department of Official Language, Ministry of Home Affairs, Intensive Hindi Workshops are being conducted by the Central Hindi Training Institute for the officers/employees of all Ministries/Departments, their attached and subordinate offices and Public Sector Undertakings/ Statutory Bodies/ Enterprises/ Agencies/ Corporations and Nationalised Banks owned or controlled by the Union Government.

The details of Hindi Workshops to be conducted during the year 2023 are given in Annexure-I; so that the concerned offices may nominate their officers/employees as per their convenience for various workshops as per the scheduled annual calendar.

Brief Description:

S.N.	Name of the programme	Objective	Period	Offices for whom training is compulsory
1.	Intensive Hindi workshop	a) To motivate the officers/employees of various departments to do their official work in Hindi. b) To develop their skill in Hindi for doing their official work in Hindi. c) To develop their writing skill in Hindi for doing their official work in Hindi d) To acquaint them with e-tools/software developed by the Department of Official Language.	Five full working Days.	All Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/ Statutory Bodies/ Enterprises/ Agencies/ Corporations & Nationalised Banks owned or controlled by the Union Government

Eligibility:

- The Department of Official Language has requested to all Ministries/Departments/Offices to provide training in official language Hindi to all those personnel, who have acquired working knowledge or proficiency in Hindi. (Definition of working knowledge is given in Note-1 and proficiency in Note-2) for effective implementation of the official language policy.
- Non-Hindi speaking officers/employees who have undergone the training of Prabodh/Praveen/Pragya courses, but facing problems to dispose their office work in Hindi, can be nominated for these workshops.
- Preference would be given to those officers/employees who have not undergone any training in Hindi workshop conducted by Central Hindi Training Institute.

NOTE-1: Working knowledge in Hindi – (1) An employee shall be deemed to have acquired working knowledge of Hindi

(a) If he/she passed-

- the matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
- the Pragya examination conducted by Hindi Teaching Scheme, Department of Official Language or when so specified by the Government in respect of any particular category of posts, passed any desired examination under that scheme; or
- any other examination specified in that behalf by Government of India; or

(b) If any official gives a declaration in the prescribed proforma under the provisions of Rule 10 (i) (b) that he/she has acquired working knowledge of Hindi.

NOTE-2: Proficiency in Hindi –Any employee shall be deemed to possess proficiency in Hindi

- (a) If he/she passed the matriculation or any equivalent or higher examination with Hindi as the medium of examination; or
- (b) He/she has opted Hindi as an elective subject in the degree examination or any other examination equivalent or higher than the degree examination; or
- (c) He/she declares to possess proficiency in Hindi in the form annexed to these rules.

Procedure of Enrolment:

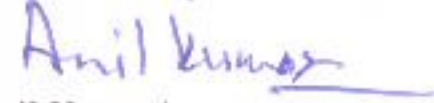
- The details of the officers/employees nominated for the above training may be sent to this office well in advance by post or email in the Proforma given in Annexure-III, so that any kind of inconvenience/delay in correspondence can be avoided.
- Confirmation of the nomination will be sent separately well in advance by this office through e-mail.
- Kindly relieve the nominated officers/employees only after the receipt of confirmation of the nomination from this office.
- The scheduled time of the training will be 09.30 a.m. to 06.00 p.m.

Address of the Training Centre: Short Term Intensive Training Unit, Central Hindi Training Institute, Department of Official Languages, 2-A, Prithviraj Road, New Delhi- 110011.

SPECIAL NOTE:

- Kindly refer Annexure- I for annual calendar of Intensive Hindi workshop.
- It is requested to administrative Heads of all the Ministries/Departments, Undertakings, Banks and Corporation etc. that kindly circulate this letter immediately to their attached and subordinate offices/Units/Branches.
- TA/DA for the trainees as per the entitlement will be reimbursed by the concerned departments/offices.
- Kindly ensure that the nominated trainees are relieved for the training, whom the confirmation is given by this institute. If office concerned is not able to relieve the trainee due to some unavoidable reasons, kindly nominate any other officer/employee in substitute of that trainee.
- The Trainees nominated for the training will be relieved after the completion of the training and Certificates will be distributed by this Institute on completion of the training.
- For any other information in this regard, kindly refer Appendix-II, in which the details of contacts, address of the training center and hostel, bus routes, nearest metro station address etc. are provided.

Yours sincerely,



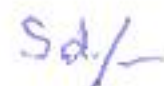
(Anil Kumar)
Director-In-charge

Endorsement No. 19011/27/2023/CHTI/STIT/ 2765-3465

Date: 07.12.2022

Copy for information:

1. P.S. to Joint Secretary, Department of Official Language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai Singh Road, New Delhi.
2. The Editor, Rajbhasha Bharti, Department of Official Language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai Singh Road, New Delhi.
3. The Joint Director (North-Central), Hindi Teaching Scheme, R. K. Puram, New Delhi.
4. The Joint Director (T/S), Hindi Teaching Scheme, 7th floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
5. All Deputy Directors, Hindi Teaching Scheme.
6. All Deputy Directors (Implementation) for wide publicity.
7. The Deputy Director (Exam.), Hindi Teaching Scheme, New Delhi.
8. The Deputy Director (HQ), Hindi Teaching Scheme, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.
9. The Assistant Director, Research and Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.
10. The Assistant Director (T/S), Research and Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi with the direction to upload this on the portal/website of the Department of Official Language.
11. The Administrative Officer, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
12. The Deputy Director, Central Hindi Training Sub Institute, Hyderabad/Bengaluru.



(Anil Kumar)
Director-In-charge

**Intensive Hindi Workshops
(Five Full Working Days)**

Sl. No.	Workshop No.	Training Period
1.	536	09.01.2023 - 13.01.2023
2.	537	06.02.2023 -10.02.2023
3.	538	20.02.2023 - 24.02.2023
4.	539	13.03.2023 - 17.03.2023
5.	540	24.04.2023 -28.04.2023
6.	541	08.05.2023 - 12.05.2023
7.	542	22.05.2023 - 26.05.2023
8.	543	05.06.2023 - 09.06.2023
9.	544	17.07.2023 - 21.07.2023
10.	545	07.08.2023 - 11.08.2023
11.	546	21.08.2023 - 25.08.2023
12.	547	18.09.2023 - 22.09.2023
13.	548	09.10.2023 -13.10.2023
14.	549	20.11.2023 - 24.11.2023
15.	550	04.12.2023 - 08.12.2023

Contact Us:

1. Director Central Hindi Training Institute, Dept. 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	2. Deputy Director, Short Term Intensive Training Cell, Central Hindi Training Institute, Dept. of Official Language, 2-A, Prithviraj road, New Delhi-110011 Tel: 011-23793521 Fax: 011-23018740 Email: DD-WS-chti-dol@gov.in
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Details of Training Centre, Hostel, Bus Route and Nearest Metro Station

Address of the Training Centre: Short Term Intensive Training Unit, Central Hindi Training Institute, Department of Official Languages, 2-A, Prithviraj Road, New Delhi- 110011.	
Bus Routes: New Delhi Railway Station to UPSC – 181, 450 Old Delhi Railway Station to Prithviraj Road – 502 Inter State Bus Stand to Prithviraj Road – 501, 503, 533 & 621 Anand Vihar Bus Stand to Prithviraj Road – 624	
Nearest Metro Station: Khan Market	
Address and Bus Routes of Hostel -1	Address and Bus Routes of Hostel -2
Hostel Warden, Central Hindi Training Institute, Flat No. 2, Third Floor, Government Hostel, Opp.: Khalsa Evening College, Dev Nagar, Karol Bagh, New Delhi- 110005 Tel: 011-28716509 Bus Route: New Delhi Railway Station to Khalsa College – 181; Old Delhi Railway Station to Liberty Cinema- 926; Hostel- UPSC/Prithviraj Road – 450, 181 Nearest Metro Station- Karol Bagh	Hostel Warden/ Caretaker, Central Translation Bureau, Flats Nos. 876-890, Pushpa Vihar, Sector-7, Near Shani Temple, New Delhi- 110017. Tel: 011-29562873, 24361734 Bus Route: New Delhi Railway Station to R. K. Ashram – 521, 522; Old Delhi Railway Station to Pushpa Vihar – 419; Nearest Bus Stop- Lodi Garden Nearest Metro Station- Chirag Delhi

PROFORMA

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

Signature of the Sponsoring Officer: -----
Designation : -----
Full Address of Office : -----

Telephone No. ----- Fax No. -----
Email Id : -----