

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-2015- 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 49 (Forty Nine) orientation programmes have been conducted from year 1999 to 2014.

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 2015. Your 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.	16 March, 2015 to 20 March, 2015. (Five full working days.)	Joint/ Deputy/ Assistant Director (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, Organizations etc.
2.	-do-	-do-	12 Oct., 2015 to 16 Oct., 2015	-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 letter from the Central Hindi Training Institute.

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- 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 Ministries, Departments, Undertakings, 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 confirmed by this office for the training programme. if the said 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 required information regarding training.

Yours Sincerely,

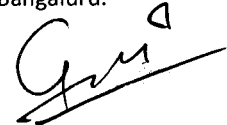


(Dr. JAI PRAKASH KARDAM)
Director

Endorsement No.19011/25/2014/CHTI/STIT./ 1936-2735 **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 this may be made 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

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.: _____