

To,

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

Sub: Organising five full working days Orientation programme for Managers (O.L)/ Joint/ Deputy/ Assistant Directors (OL)/Hindi Officers/SHTO/JHTO of all the Ministries/Departments of the Union Government/ Public Sector Undertakings/ Banks/ Corporations/ Statutory Bodies/Public Enterprises etc. for the year 2023-reg.

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 disposal of their duties in the field of the implementation of Official Language policy. A total of 63 orientation programmes were conducted by this Institute till this date.

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 remarkable number of officers still yet to be nominated in any such training programmes. Therefore, as per the guidelines of Ministry of Home Affairs (MHA), two orientation programmes are proposed during the year 2023. Hence it is requested to nominate the OL officers of your office through e-mail for above mentioned training.

Brief Description:

S.N.	Name of the Programme	Objective	Period	Eligibility/Designation of nominated officer	Offices for whom the training is obligatory
1.	Orientation Programme	To provide the updated information on Official Language Hindi and provide awareness regarding the responsibilities regarding official language for the successful implementation of Official Language policy.	20.03.2023 - 24.03.2023 (Five Full working days.)	Joint//Deputy/Assistant Directors (O.L.)/Hindi Officers/Deputy/Asst. Managers (O.L.)/Sr./Jr. Translation Officers associated with the implementation of official language policy and translation.	Government of India, Ministries/Departments/Public Sector Undertakings, Banks, Corporations, Statutory Bodies, Public Enterprises, Organization etc.
2.	- do -	- do -	06.11.2023 - 10.11.2023 (Five Full working days.)	- do -	- do -

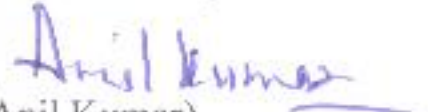
Procedure of Enrolment:

- 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-I, 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.
- The scheduled time of the training will be 09.30 a.m. to 06.00 p.m.

Special Note:

- 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,

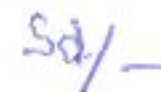

(Anil Kumar)
Director-In-charge

Endorsement No. 19011/28/2023/CHTI/STIT/ 3466-4166

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

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 : -----

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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