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भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE
केंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

No. 19011/25/2020/CHTI/STIT/1005/1504

Dated: 02.11.2020

To

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

Subject : Organisation of Online 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 2021-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 March 2020) such fifty nine 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, As per Ministry of Home Affairs[MHA] Order No. 40-3[2020] DM-1[A] dated 17May2020. two orientation programmes are being organized during the year 2021, You are requested to nominate by Email 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.	Online 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.	15 March, 2021 to 19 March, 2021 (Five Full working days.)	Joint//Deputy/Assistant Directors(O.L.) associated with the implemetation 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 -	25 Oct., 2021 to 29 Oct., 2021	- do -	- do -

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011/2-A, Prithvi Raj Road, New Delhi-110011 फ़ैक्स/Fax +91-23018740
ईमेल/e-mail : dircti-dol@nic.in/वेबसाइट/Website : www.chti.rajbhasha.gov.in.

Procedure of Enrolment and Proforma

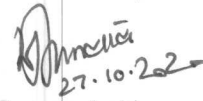
Details of the officers nominated for the above training may be sent to this office in the Proforma given in Annexure-I well in advance so that any kind of inconvenience in correspondence can be avoided. Confirmation letter for training will be sent separately well in advance by this office.

The working hours for training would be 9.30 a.m. to 6.00 p.m.

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.
- Kindly ensure to send mobile [whatsapp] number and email of the officers nominated for this program.
- After completion of the training, certificate will be given to each participant by the institute.
- **For any other information regarding training kindly contact Assistant Director in-charge Mrs Sameer Trikha at 011-23793521, 09729177268 Email-chti1182@nic.in**

Yours sincerely,


27.10.2020

(Suman LaL)

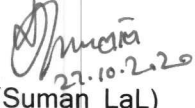
Director[Incharge]

Endorsement No. 19011/25/2020/CHTI/STIT/10057/1504 Dated 02.11.2020

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 (Examintaton), 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, Hyderabad, Bengaluru.


27.10.2020
(Suman LaL)
Director [Incharge]

ANNEXURE –I

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 Mob.09729177268 Fax : 011-23018740 Email :chti1182@nic.in

PROFORMA

ANNEXURE-II

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

Signature of the Sponsoring Officer -----

Designation :-----

Full Address of Office :-----

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

Email Id : -----