

Tel : 23793521

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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

Dated: 14-10-2015

To,

All Ministries/Departments/Public sector undertakings/Banks/corporations/statutory  
Bodies/public Enterprises/Organisations etc.

**Subject :** To equip faculty members of various training of Govt. of India to impart training in their various training programmes through Hindi medium-Organizing five full working days Hindi Training, year 2016 regarding.

Sir/Madam,

The Central Hindi Training Institute organizes Hindi Training Programmes for faculty members of various training Institutes of Government of India with an objective of skilling them for imparting training of programmes conducted by their respective institutions through Hindi medium besides in English/Regional languages. This Institute has organized 41 training programmes so far. A considerable number of yet to be trained faculty members exist in offices/institutes therefore, it has been decided to continue these training programmes during the year 2016 also.

In view of the above, you are requested to nominate yet to be trained faculty members of your institutes/offices for the said training programme.

**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.	Training programmes For faculty members/ Trainers	To make it compulsory for faculty members of various institutes to impart training through Hindi medium besides English and Regional languages. Strengthen their skill of Expressions in Hindi Language.	23 to 27 May, 2016 (five full Working Days.)	All such faculty members who are imparting training in English & Regional Language but facing Problems in imparting training through Hindi medium.	Various training institutes of Government of India, Ministries/ Departments/Public Undertakings, Banks, Corporation, Statutory Bodies, Public Enterprises, Organizations etc.

**Procedure of Enrollment and performa**

- Details of the faculty members nominated for the above training may be sent to this office in the performa given in the Annexure-1 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 faculty members.
- Nominated faculty members 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, 2A, Prithviraj Road, (Opposite to J&K House/ near Rajasthan House) New Delhi-110011.

**Note**

- Administrative heads of all the all the Ministries/Departments,Undertaings, 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 cofirmed by this office for the training programme. If the said officer can not 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 desired information regarding training**

Yours Sincerely,



(Dr. JAI PARKASH KARDAM)

Director

Endorsement No. 19011/26/2015/CHTI/STIT/ 2965-3064 DATED 14-10-2015

Copy to :

1. Private secretary to Joint secretary (O.L), Deptmt of official language. Ministry of Home Affairs, NDCC-II Building, 4<sup>th</sup> Floor, Jai singh Road, New Delhi.
2. Editor, Rajbhasha Bharti, Deptmt of official language. Ministry of Home Affairs, NDCC-II Building, 4<sup>th</sup> Floor, Jai singh Road, New Delhi.
3. Joint Director (Head Quarters), Hindi Teaching Scheme, 7<sup>th</sup> 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, 7<sup>th</sup> Floor, Paryavaran Bhawan, New Delhi.
8. Assistant Director (Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> Floor, Prayavaran 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, 7<sup>th</sup> Floor, Paryavaran Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hyderabad, Bangaluru.



(Dr. JAI PARKASH KARDAM)

Director

**Contact Persons**

1.	2.
Director, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 7th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. 110003. Telephone: 011-24361852 FAX: 011-24361852 Email: dirchti-dol@nic.in	Assistant Director in Charge, Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 FAX: 011-23018740. Email: cht1110@nic.in

**Address of Training Centre/Hostel and bus route No./ Nearest Metro Station**

Training Centre
Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 <b>Bus Route</b> - From New Delhi Railway Station to UPSC, Shahjahan Road Bus No.440, 56, 522(Spl) From Old Delhi Railway Station to Prithviraj Road Bus No. 502 From ISBT to Prithviraj Road Bus No.501, 503, 533, 621 <b>Metro Station:</b> Khan Market or Jorbagh

Hostel	Hostel
Warden (Hostel), Central Hindi Training Institute, Flat No.2, Government Hostel, 3rd Floor, Dev Nagar, Karol Bagh, New Delhi.110005. <b>Bus Route:</b> 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 Warden/Caretaker Central Translation Bureau, Flat No.-876 to 890, Pushp Vihar, Sector-7, New Delhi. 110017. Phone-011-29562873, 24361734 <b>Bus Route-</b> From Old Delhi Railway Station, Bus No.419. From New Delhi Railway Station- R.K.Ashram Bus Stop, Bus No.521 & 522. From Pushp Vihar Hostel to Training Centre-Bus No. 521 & 522. (Nearest Bus Stop-Lodhi Garden)

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.: \_\_\_\_\_