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भारत सरकार
GOVERNMENT OF INDIAगृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGEकेंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

Dated: 04/10/2017

To,

All Ministries/Departments/Public sector undertakings/Banks/Corporations/Statutory Bodies/Public Enterprises/Organisations etc.

Subject : To equip faculty members of Govt. of India so as to impart training through Hindi medium in all their training programmes -Organising five full working days Hindi Training, year 2018 regarding.

Sir/Madam,

The Central Hindi Training Institute organizes Hindi Training Programmes for faculty members of Government of India with an objective of developing their skills in Hindi so that they can give their training through Hindi medium besides eng/Reg languages in their respective institutes. This Institute has organised 42 training programmes so far. Even then a considerable number of faculty members are yet to be trained in offices/institutes. Hence, it has been decided to continue the training programmes during the year 2018.

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 and expressions in Hindi Language. | 21 to 25 May, 2018 (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 Enrolment and proforma

- Details of the faculty members nominated for the above training may be sent to this office in the proforma 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, 2-A, Prithviraj Road, (Opposite 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 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 to 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 information regarding training**

Yours sincerely,

(Dr. JAI PARKASH KARDAM)
Director

Endorsement No. 19011/26/2017/CHTI/STIT/

DATED

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, Pt.Dindayal Antyodaya Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wide publicity.

6. Deputy Director (Examintation), Hindi Teaching Scheme, New Delhi.
7. Assistant Director, Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Pt.Dindayal Antyodaya Bhawan, New Delhi.
8. Assistant Director(Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Pt.Dindayal 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.Dindayal Antyodaya Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hyderabad, Bangaluru.

(Dr. JAI PARKASH KARDAM)

Director

(Dr. JAI PARKASH KARDAM)
Director

DATED

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.: _____

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. |

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

| Training Centre |
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| Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 Bus Route - 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 Metro Station: 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. Bus Route: 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 Bus Route- 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) |