

Tel : 23793521

Tel fax : 23793521

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Dated: 05.11.2019

To,

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

Subject : Organisation of training programme for five full working days during the year 2020 to enable the faculty members [Trainers] of various Training Institutes of Govt. of India, to impart their training in Hindi language –regarding.

Sir,

The Central Hindi Training Institute organizes Hindi Training Programmes for faculty members (trainers) of various Training Institutes of Government of India, so as to enable them to use Hindi along with English/Regional language as a medium of imparting training in their respective Institutes. This institute has organized such 44 training programmes so far. As a considerable number of faculty members are yet to be trained, it has been decided to continue the said programme even in the year 2020.

Hence you are requested to nominate such faculty members who are yet to be trained for this 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. To strengthen their skill and style of expression in Hindi Language.	18 to 22 May, 2020 (five full working Days.)	All such faculty members who are imparting training in English & Regional Languages but facing problems to impart 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-I well in advance so that any inconvenience in sending the confirmation letters in time may be avoided.
- Confirmation letter for training will be sent separately well in advance by this office to the nominated 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.
- The concerned office/organization of the participant will bear the admissible TA/DA etc. **and not** by the Central Hindi Training Institute.
- Please ensure that the officers who have been issued confirmation letters by this office may be relieved for the training programme without fail. For any reason if the officer cannot be relieved for that particular programme then he/she may be nominated for the next programme and in his/her place, an other officer can be nominated.
- Participants 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 Central Hindi Training Institute, address of the training centre, hostel and bus route/ nearest railway station etc.
- **For any other information regarding training kindly contact Assistant Director in-charge at 011-23793521**

Yours sincerely,



(Suman LaL)

Joint Director

Endorsement No. 19011/26/2019/CHTI/STIT/24707/3169

Dated 05.11.2019

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. Deendayal 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. 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.



(Suman LaL)

Joint Director

ANNEXURE-I

PROFORMA

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

Signature of the Sponsoring Officer -----

Designation :-----

Full Address of Office :-----

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

Email Id :-----

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 Fax : 011-23018740

Address of the Training Centre/Bus Route no./Nearest Metro Station

Training Centre
Central Hindi Training Institute, Deptt. Of Official Language, Short Term Intensive Training Cell 2-A, Prithviraj road, New Delhi-110011 Tel : 011-23793521 Bus Route : From New Delhi Railway Station to UPSC, Shahjahan Road – Bus No. 440, 56, 522(SPL) From Old Dehi Railway Station to Prithviraj Road Bus No. 502 From ISBT to Prithviraj Road Bus No. - 501, 503, 533, 621 Nearest Metro Station : Khan Market Or Jorbagh

Address of the Hostels/Bus Route no./Nearest Bus stop

Hostel - I	Hostel - II
Warden Hostel Central Hindi Training Institute Flat No.2, Government Hostel, 3 rd 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 Wardern/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 – RK Ashram Bus Stop, Bus No. 521& 522 From Pushp Vihar Hostel to Training Centre- Bus No. 521& 522(Nearest Bust Stop-Lodhi Garden)