

To,

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

**Subject : Organisation of Online training programme for five full working days during the year 2021 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 45 training programmes so far. As a considerable number of faculty members are yet to be trained, As per Ministry of Home Affairs[MHA] Order No. 40-3[2020] DM-1[A] dated 17May2020. it has been decided to continue the said programme [online] even in the year 2021.

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.	Online 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.	17 to 21 May, 2021 (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**

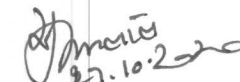
- Details of the faculty members nominated for the above training may be sent to this office in the proforma given in the Annexure-I well in advance so that any inconvenience in correspondence may be avoided.
- Confirmation letter for training will be sent separately well in advance by this office to the nominated faculty members.
- **Nominated faculty members of the concerned office may be relieved for the training Period 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.

**Note:**

- Administrative heads of all the Ministries/Departments, Undertakings, Banks and Corporations etc. are requested to circulate this immediately to their attached and subordinate offices/Units/Branches/Training institute.
- Kindly ensure to send mobile [whatsapp] number and email of the officers nominated for this program.
- After completion the training, each participant will be given a certificate by the institute.
- Kindly refer Annexure-II for contact numbers of the officers of the Central Hindi Training Institute.
- **For any other information regarding training kindly contact Assistant Director in-charge Mrs Sameer Trikha at 011-23793521, 09729177268 Email-[chti1182@nic.in](mailto:chti1182@nic.in)**

Yours sincerely,

  
(Suman LaL)  
Director[Incharge]

Endorsement No. 19011/26/2020/CHTI/STIT/150542004 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, 4<sup>th</sup> Floor, Jai Singh Road, New Delhi.
2. Editor, Rajbhasha Bharti, Department 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, 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, 7<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.

8. Assistant Director(Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> 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, 7<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hydrabad, Bengaluru.

*Suman LaL*  
27.10.2020

(Suman LaL)

Director [Incharge]

**Details of the officers for communication :**

1.	2.
<p>Director Central Hindi Training Institute, Deptt. Of Official Language, Ministry of Home Affairs, 7<sup>th</sup> Floor Pt.Deendayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003 Tel : 011-24361852 Fax : 011-24361852 Email :dirchti-dol@nic.in</p>	<p>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</p>

PROFORMA

Name of the Officer/ Employee	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 :-----  
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Telephone No. -----Fax No. -----  
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Email Id : -----