

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

Tele : 23793521

CENTRAL HINDI TRAINING INSTITUTE

Dated: 07.11.2014

To,

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

**Subject :** To equip the faculty members of various training institutes of Govt. of India to impart training in their various training programmes through Hindi medium - Organizing five full working days Hindi Training, year- 2015 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 40 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 2015 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 institute to impart training through Hindi medium besides English and Regional Languages. Strengthen their skill of Expressions in Hindi Language. | 18 to 22 May, 2015 (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-I** well in advance so that any kind of difficulty in correspondence can be avoided.

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- 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 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 cannot 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 required information regarding training.

Yours Sincerely,

(Dr. JAI PRAKASH KARDAM)  
Director

**Endorsement No.19011/26/2014/CHTI/STIT./2736-3535**  
**DATED - 07/11/2014**

**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, 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, 7th Floor, Paryavaran Bhawan, New Delhi.
8. Assistant Director (Typing/Stenography), Research & Analysis Cell, Central Hindi Training Institute, 7th Floor, Paryavaran Bhawan, New Delhi with this direction that this may be made available on the portal/website of the Department of Official Language.
9. Administrative Officer, Central Hindi Training Institute, 7th Floor, Paryavaran Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub-Institute, Hyderabad, Bangakuru.

(Dr. JAI PRAKASH KARDAM)  
Director

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