

Tel : 23793521

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

Tel fax : 23793521

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Dated: 26 SEP 2018

To

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

Subject : Details of intensive Hindi workshops to be organized during the year 2017 by the Central Hindi Training Institute (Sansthan) for the officers/employees of all the Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/statutory Bodies/ Enterprises/Agencies/Corporations & Nationalized Banks owned or controlled by the Union Govt - regarding.

Sir/Madam,

The intensive Hindi workshops are being organized by the Institute (Sansthan) for the officers/employees of all the Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/Statutory Bodies/ Enterprises/Agencies/Corporations & Nationalized Banks owned or controlled by the Union Government.

The details of various Hindi workshops to be organized during the year 2017 are given in Annexure-1 so that the concerned offices may nominate their personnel in one go as per their convenience for various workshops being organized according to the annual calendar.

Brief information about training.

Sl.N.	Name of the programme	Objective	Period	Offices of Govt.of India for whom training is compulsory
1.	Intensive Hindi workshop	(A) To motivate departmental officers/ employees to do their Official work in Hindi. (B) To equip the departmental officers/ employees with skill so that they may do their official work in Hindi without any hesitation (c) To skill them (writing skill) for doing their official work in Hindi (D) To acquaint them with E-tools/softwares developed by the Department of official language.	Five working Days.	All the Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/Statutory Bodies/Enterprises/Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government

### Eligibility

- For successful implementation of the Official Language Policy, all the offices have been requested by the Department of Official Language to get all those personnel trained in Official Hindi who have acquired working knowledge\* or proficiency\*\* in Hindi. (Definition of working knowledge and proficiency is separately given at \*/\*\*).
- Non-Hindi speaking officers/employees who have already undergone the training of Prabodh, Praveen and Pragya courses, but find it difficult to do their office work in Hindi, they can be nominated for these workshops.
- Preference in admission would be given to those officers/employees, who have never undergone training in Hindi workshop conducted by the Institute (Sansthan).

\*An employee shall be deemed to have acquired working knowledge of Hindi -

- If he/she has passed the matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
- If he/she has passed the Pragya examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by the Government in respect of any particular category of posts, passed any desired examination under that scheme; or
- If he/she declares himself to have acquired such knowledge in the form annexed to the Official Language Rules, 1976.

\*\* An employee shall be deemed to possess proficiency in Hindi :

- If he/she has passed the matriculation or an equivalent or higher examination in Hindi as a medium of examination; or
- If he/she has opted Hindi as an elective subject in the degree examination or any other examination equivalent to or higher than the degree examination; or
- If he/she declares himself to possess proficiency in Hindi in the form annexed to the Official Language Rules, 1976.

### Procedure of Enrollment and Performa

- Details of the officers/employees nominated for the above training may be sent to this Office in the Performa given in the Annexure-III well in advance so that any kind of difficulty in correspondence can be avoided.
- Confirmation letter for training will be sent separately to the nominated officer by this office.
- Nominated officers/employees 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 workshops 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

- Kindly refer Annexure-I for annual details for Intensive Hindi Workshop.
- Administrative heads of all the Ministries/Departments, Undertakings, Banks, 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 Offices/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 confirmed 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 to Annexure-II for contact numbers of the officers of the Institute address of the training centre, hostel and bus routes/ 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. 19011/24 /2016/CHTI/STIT/

DATED

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, Paryavaran Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wider 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, Paryavaran Bhawan, New Delhi.
8. Assistant Director(Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> Floor, Paryavaran 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, Bangalore.

(Dr. JAI PARKASH KARDAM)  
Director



**Intensive Hindi workshops  
(Full Five working days)**

Sl. No.	Workshop No.	Training Period
1.	446	09.01.2017 to 13.01.2017
2.	447	13.02.2017 to 17.02.2017
3.	448	20.03.2017 to 24.03.2017
4.	449	24.04.2017 to 28.04.2017
5.	450	22.05.2017 to 26.05.2017
6.	451	05.06.2017 to 09.06.2017
7.	452	19.06.2017 to 23.06.2017
8.	453	03.07.2017 to 07.07.2017
9.	454	17.07.2017 to 21.07.2017
10.	455	21.08.2017 to 25.08.2017
11.	456	04.09.2017 to 08.09.2017
12.	457	25.09.2017 to 29.09.2017
13.	458	23.10.2017 to 27.11.2017
14.	459	06.11.2017 to 10.11.2017
15.	460	04.12.2017 to 08.12.2017

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



Annexure - IIContact 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: cht111@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)