

To

All the 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 2020 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 & Nationalised Banks owned or controlled by the Union Govt - regarding.

Sir/Madam,

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

The details of various Hindi workshops to be organized during the year 2020 are given in Annexure-I 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.

S.N.	Name of the programme	Objective	Period	Offices for whom training is compulsory
1.	Intensive Hindi workshop	(A) To motivate departmental officers/employees to do their official work in Hindi. (b) To develop their skill in Hindi for doing their official work in Hindi (c) To develop their writing skill in Hindi 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 & Nationalised Banks owned or controlled by the Union Government

## Eligibility

- For successful implementation of the official language policy, the Department of Official Language has requested all its offices to get all those personnel train 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 undergone the training of prabodh, Praveen and pragya courses, but find it difficult to do their office work in Hindi, can be nominated for these workshops.
  - Preference for admission would be given to those officers/employees who have not undergone any training in Hindi workshop conducted by the Central Hindi Training Institute.

### **\* An employee shall be deemed to have acquired working knowledge in 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/herself 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/herself to possess proficiency in Hindi in the form annexed to the Official Language, 1976.

## Procedure of Enrolment and Proforma

- Details of the officers nominated for the above training may be sent to this office in the Proforma given in Annexure-III well in advance so that any kind of inconvenience in correspondence can be avoided. Confirmation letter for training will be sent separately well in advance by this office.

**Nominated officers 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

Kindly refer Annexure 'I' for annual details for intensive Hindi workshop.

- Administrative Heads of all the Ministries/Departments, Undertakings, Banks and Corporation 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, 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 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. 19011/24/2019/CHTI/STIT/<sup>1</sup>10704/769 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, 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)  
Joint Director

Intensive Hindi workshops  
(Full Five working days)

Sl. No.	Workshop No.	Training Period
1.	491	06.01.2020 से 10.01.2020
2.	492	20.01.2020 से 24.01.2020
3.	493	17.02.2020 से 21.02.2020
4.	494	02.03.2020 से 06.03.2020
5.	495	20.04.2020 से 24.04.2020
6.	496	11.05.2020 से 15.05.2020
7.	497	08.06.2020 से 12.06.2020
8.	498	22.06.2020 से 26.06.2020
9.	499	06.07.2020 से 10.07.2020
10.	500	20.07.2020 से 24.07.2020
11.	501	03.08.2020 से 07.08.2020
12.	502	07.09.2020 से 11.09.2020
13.	503	21.09.2020 से 25.09.2020
14.	504	02.11.2020 से 06.11.2020
15.	505	16.11.2020 से 20.11.2020

## ANNEXURE –II

**Details of the officers for communication :**

1.	2.
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 :dirhti-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 <b>Bus Route :</b> 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 <sup>rd</sup> 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 Wardern/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 – RK Ashram Bus Stop, Bus No. 521& 522 From Pushp Vihar Hostel to Training Centre- Bus No. 521& 522(Nearest Bust Stop-Lodhi Garden)

PROFORMA

Name of the Officer/ Employee	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 :-----

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

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Email Id : -----