

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Date: 06/03/2025

To,

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

Sub: Organizing Intensive Hindi Workshops during the year 2025 by Central Hindi Training Institute for the Officers/Employees of all Ministries/Departments and their attached and subordinate offices and Public Sector Undertakings/Statutory Bodies/ Enterprises/Agencies/Corporations and Nationalised Banks owned/controlled by Union Government- reg.

Sir/Madam,

As per the guidelines issued by Department of Official Language, Ministry of Home Affairs intensive Hindi workshops are being organized by the Central Hindi Training Institute for the officers/employees of all the Ministries/Departments, their attached and subordinate offices and Public Sector Undertakings/Statutory Bodies/Enterprises/Agencies/Corporations and Nationalised Banks owned or controlled by the Union Government.

The details of Hindi workshops to be conducted during the year 2025 are given in Annexure-I; so that the concerned offices may nominate their officers/employees as per their convenience for various workshops as per the scheduled annual calendar.

Brief Description:

S.N.	Name of the programme	Objective	Period	Offices for whom training is compulsory
1.	Intensive Hindi workshop	a) To motivate the officers /employees of various departments 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/software developed by the Department of Official Language.	Five full working Days.	All 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:

The Department of Official Language has requested to all Ministries/Departments/Offices to provide training in official language Hindi to all those personnel, who have acquired working knowledge/proficiency in Hindi. (Definition of working knowledge/proficiency is given in Note-1 and 2) for effective implementation of the official language policy.

Non-Hindi speaking officers/employees who have undergone the training of Prabodh/Praveen/Pragya courses, but facing problems to dispose their office work in Hindi, can be nominated for these workshops.

Preference would be given to those officers/employees who have not undergone any training in Hindi workshop conducted by Central Hindi Training Institute.

NOTE-1: Working knowledge in Hindi – (1) An employee shall be deemed to have acquired working knowledge of Hindi If he/she passed-

- the matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
- the Pragya examination conducted by Hindi Teaching Scheme, Department of Official Language or when so specified by the Government in respect of any particular category of posts, passed any desired examination under that scheme; or
- any other examination specified in that behalf by Government of India; or
- If any official gives a declaration in the prescribed proforma under the provisions of Rule 10 [(i) (b) that he/she has acquired working knowledge of Hindi.

NOTE-2: Proficiency in Hindi – Any employee shall be deemed to possess proficiency in Hindi

- (a) If he/she passed the matriculation or any equivalent or higher examination with Hindi as the medium of examination; or
- (b) He/she has opted Hindi as an elective subject in the degree examination or any other examination equivalent or higher than the degree examination; or
- (c) He/she declares to possess proficiency in Hindi in the form annexed to these rules.

Procedure of Enrolment:

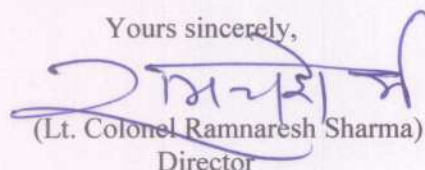
- The details of the officers/employees nominated for the above training may be sent to this office well in advance by post in the Proforma given in Annexure-III, so that any kind of inconvenience/delay in correspondence can be avoided.
- Confirmation of the nomination will be sent separately well in advance by this office through e-mail.
- Kindly ensure that the nominated trainees are relieved for the training, whom the confirmation is given by this institute.
- The scheduled time of the training will be 09.30 a.m. to 06.00 p.m.

Address of the Training Centre: Short Term Intensive Training Unit, Central Hindi Training Institute, Department of Official Languages, 2-A, Prithviraj Road, New Delhi- 110011.

SPECIAL NOTE:

- Kindly refer Annexure 'I' for annual calendar of Intensive Hindi workshop.
- It is requested to administrative Heads of all the Ministries/Departments, Undertakings, Banks and Corporation etc. that kindly circulate this letter immediately to their attached and subordinate offices/Units/Branches.
- TA/DA for the trainees as per the entitlement will be reimbursed by the concerned departments/offices.
- Kindly ensure that the nominated trainees are relieved for the training whom the confirmation is given by this institute. If office concerned is not able to relieve the trainee due to some unavoidable reasons, kindly nominate any other officer/employee in substitute of that trainee.
- The Trainees nominated for the training will be relieved after the completion of the training and Certificates will be distributed by this Institute on completion of the training.
- **In training centre, seats are limited so, after getting the nominations, admission will be given on the basis of FIRST COME FIRST SERVE basis.**
- **Kindly relieve the candidate only after getting confirmation from us.**
- For any other information in this regard, kindly refer Annexure-II, in which the details of contacts, address of the training center and hostel, bus routes, nearest metro station address etc. are provided.

Yours sincerely,

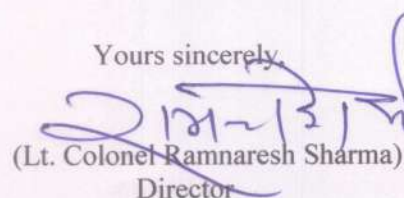

(Lt. Colonel Ramnaresh Sharma)
Director

Endorsement No. 19011/27/2025/CHTI/STIT/434-633
Copy for information:

Date: 06/03/2025

1. P.S. to Joint Secretary, Department of Official Language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai Singh Road, New Delhi.
2. The Editor, Rajbhasha Bharti, Department of Official Language. Ministry of Home Affairs, NDCC-II Building, 4th Floor, Jai Singh Road, New Delhi.
3. The Deputy Director (T/S) and Head of the Office, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
4. All Regional Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wide publicity.
6. The Deputy Director (Exam.), Hindi Teaching Scheme, New Delhi.
7. The Deputy Director, Central Hindi Training Sub Institute, Hyderabad/Bengaluru.
8. The Deputy Director (L), Research and Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
9. The Assistant Director (T/S), Research and Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi with the direction to upload this on the portal/website of the Department of Official Language.
10. The Assistant Director (HQ), Hindi Teaching Scheme, 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.

Yours sincerely,


(Lt. Colonel Ramnaresh Sharma)
Director

Intensive Hindi Workshops
(Five Full Working Days)

S.No.	Workshop Number	Training Period
1.	552	19.05.2025 से 23.05.2025 तक
2.	553	07.07.2025 से 11.07.2025 तक
3.	554	21.07.2025 से 25.07.2025 तक

Details of the officers for communication :

Incharge Assistant Director, Short Term Intensive Training Cell, Central Hindi Training Institute, Dept. of Official Language, 2-A, Prithviraj road, New Delhi-110011 Tel: 011-23793521 9582854331, 9811017886, 9998983445 Email: workshopchti@gmail.com chti1232@nic.in , chti1282-dol@nic.in , chti1153@nic.in	Deputy Director, Research & Analysis Wing , Central Hindi Training Institute, Dept. of Official Language, 7 th Floor, Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 Tel: 011-24366794, मो 9871608537 Email: chti1184@nic.in
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Details of Training Centre, Hostel, Bus Route and Nearest Metro Station

Address of the Training Centre: Short Term Intensive Training Unit, Central Hindi Training Institute, Department of Official Languages, 2-A, Prithviraj Road, New Delhi- 110011. Bus Routes: New Delhi Railway Station to UPSC – 181, 450 Old Delhi Railway Station to Prithviraj Road – 502 Inter State Bus Stand to Prithviraj Road – 501, 503, 533 & 621 Anand Vihar Bus Stand to Prithviraj Road – 624 Nearest Metro Station: Khan Market	
Address and Bus Routes of Hostel -1 Hostel Warden, Central Hindi Training Institute, Flat No. 2, Third Floor, Government Hostel, opp. Khalsa Evening College, Dev Nagar, Karol Bagh, N.D.-110005. Contact no.-011-28716509 Bus Route- New Delhi to Khalsa College- 181 From Old Delhi Railway Station to Liberty Cinema- 926 From Hostel to UPSC/ PR Road- 450, 181 Nearest Metro Station- Karol Bagh	Address and Bus Routes of Hostel -2 Hostel Warden/Care Taker, CTB, Flat no. 876-890, Pushp Vihar, Sec-7, Near Shani Temple, N.D-110017. Contact No.-011-29562873, 24361734. Bus Route- New Delhi to RK Ashram- 521, 522 From Old Delhi Railway Station- 419 Nearest Bus Stop- Lodhi Garden Nearest Metro Station- Chirag Delhi

PROFORMA

Name of the Officer/ Employee	Designation	Mother tongue	Presently Posted at	Educational /Technical qualification	Knowledge of Hindi	Telephone No. of office/ Mobile No.	E-mail Id. (In capital letters)

Signature of the Sponsoring Officer -----

Designation :-----

Full Address of Office :-----

Telephone No. -----

Email Id : -----