

भारत सरकार  
GOVERNMENT OF INDIA  
गृह मंत्रालय, राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE  
केंद्रीय हिंदी प्रशिक्षण संस्थान  
CENTRAL HINDI TRAINING INSTITUTE

Dated: 07/01/2022

To

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

**Subject :** Details of Online intensive Hindi workshops to be organized during the year 2022 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 ontrolled by the Union Govt - regarding.

Sir/Madam,

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. Officers/employees of all offices should participate in these workshop. Due to covid-19, Like last year in the year 2022 also it has been decided to organize hindi workshop online till further orders are issued by the Govt of India.

The details of various Hindi workshops to be organized during the year 2022 are given in Annexure-I. All the offices are requested to 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.	Online 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/software developed by the Department of Official Language.	Five Half 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

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### **Eligibility**

- For successful implementation of the official language policy, the Department of Official Language has requested all its offices to get all those personnel training official Hindi who have acquired working knowledge \* in Hindi. {Definition of working knowledge 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/empolyees 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 any official gives a declaration in the prescribed Proforma under the provisions of Rule 10[i] [b] that he has working knowledge of Hindi.

#### **Procedure of Enrolment and Proforma**

- Details of the officers nominated for the above training may be sent to this office by email 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 Email.
- **The working hours for training would be 14.30 p.m. to 17.00 p.m.**

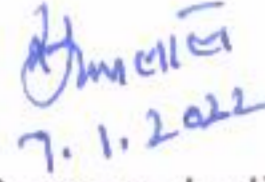
### **Note**

Kindly refer Annexure 'I' for annual details for Online 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 by Email.

- Participants will be given a certificate by this Institute on completion of the training.
- The workshop classes will be conducted offline as per the guidelines of Government of India when the circumstances become normal.
- For any other information regarding training kindly contact Assistant Director Mrs. Sameer Trikha at 011-23793521, Mob.9729177268 email-[chti1182@nic.in](mailto:chti1182@nic.in) / Mob.9582854331 email-[chti1232@nic.in](mailto:chti1232@nic.in) or email- [adwschti-dol@nic.in](mailto:adwschti-dol@nic.in)
- Kindly refer Annexure-II for contact numbers of the officers of the Central Hindi Training Institute.


Yours sincerely,

  
7.1.2022  
(Suman Lal)  
Director[Incharge]

Endorsement No. 19011/24/2021/CHTI/STI/05-705 DATED-07/01/2022

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 (Sansthan), Central Hindi Teaching Institute, 7<sup>th</sup> floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
4. Joint Director (North Central), Hindi Teaching Scheme, New Delhi.
5. Deputy Directors[East/West/South/North East], Hindi Teaching Scheme.
6. All Deputy Directors (Implementation) for wide publicity.
7. Deputy Director (Examination), Hindi Teaching Scheme, New Delhi.
8. Assistant Director, Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.
9. 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 Upload on the website Central Hindi Training Institute.
10. Administrative Officer, Central Hindi Training Institute, 7<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
11. Dy. Director, Central Hindi Training Sub Institute, Hyderabad, Bengaluru.

  
7.1.2022  
(Suman Lal)  
Director[Incharge]

Intensive Online Hindi workshops  
(Half Five working days)

Sl. No.	Workshop No.	Training Period
1.	521	17.01.2022 से 21.01.2022
2.	522	07.02.2022 से 11.02.2022
3.	523	21.02.2022 से 25.02.2022
4.	524	07.03.2022 से 11.03.2022
5.	525	04.04.2022 से 08.04.2022
6.	526	09.05.2022 से 13.05.2022
7.	527	06.06.2022 से 10.06.2022
8.	528	04.07.2022 से 08.07.2022
9.	529	18.07.2022 से 22.07.2022
10.	530	01.08.2022 से 05.08.2022
11.	531	05.09.2022 से 09.09.2022
12.	532	19.09.2022 से 23.09.2022
13.	533	31.10.2022 से 04.11.2022
14.	534	14.11.2022 से 18.11.2022
15.	535	05.12.2022 से 09.12.2022

## ANNEXURE -II

**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. 9729177268 Fax : 011-23793521 Mob. 95828554331 <u>Email-adwschti-dol@nic.in</u></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. -----

Email Id : -----