

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 : Organisation of Online Orientation programme for five full working days for Managers (O.L)/Joint/Deputy/Assistant Directors (OL)/Hindi Officers of all the Ministries/Departments of the Union Government/ Public Sector Undertakings/ Banks/ Corporations/ Statutory Bodies/Public Enterprises etc. for the year 2022-regarding.

Sir/Madam,

The Central Hindi Training Institute has been successfully conducting orientation programmes for the Hindi Officers of the Govt of India and its various public sector offices with the view of imparting essential training to them for the effective discharge of their duties in implementing the Official Language policy. So far (from 1999 to March 2021) such sixty one orientation programmes have been conducted.

It has been observed that many nominated officers do not participate in the programmes due to administrative, personal or some unavoidable reasons. Besides this, a considerable number of officers still exist who have not been nominated in any such training programmes. Due to covid-19, Like last year in the year 2022 also it has been decided to organize 2 orientation programmes online till further orders are issued by the Govt of India.

Brief information about training

S.N.	Name of the Programme	Objective	Period	Eligibility/Designation of nominated officer	Training institutes /Offices for whom training is compulsory
1.	Online Orientation Programme	To provide the latest information on Official Language Hindi. To get them acquainted with the responsibilities related to official language for the successful implementation of O.L. policy.	21 March, 2022 to 25 March, 2022 (Five Full working days.)	Joint//Deputy/Assistant Directors (O.L.) associated with the implementation of official language policy/translation.	Various training institutes of Government of India, Ministries/ Departments/Public Sector Undertakings, Banks, Corporations, Statutory Bodies, Public Enterprises, Organization etc.
2.	- do -	- do -	10 Oct., 2022 to 14 Oct., 2022	- do -	- do -

Procedure of Enrolment and Proforma

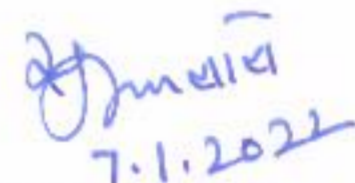
Details of the officers nominated for the above training may be sent to this office in the Proforma given in Annexure-I well in advance so that any kind of inconvenience in correspondence can be avoided. Confirmation letter for training will be sent separately well in advance by this office.

The working hours for training would be 9.30 a.m. to 6.00 p.m.

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.
- Kindly ensure to send mobile [whatsapp] number and email of the officers nominated for this program.
- After completion the training, each participant will be given a certificate by the intitute.
- **The workshop classese 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 011-23793521,9729177268 Email-chti1182@nic.in/ 9582854331 chti1232@nic.in or Email - adwschti-dol@nic.in

Yours sincerely,


7.1.2022
(Suman Lal)
Director (Incharge)

Endorsement No. 19011/25/2021/CHTI/STIT/705-1404 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, 4th Floor, Jai Singh Road, New Delhi.
2. Editor, Rajbhasha Bharti, Department of Official Language. Ministry of Home Affairs,
3. Joint Director (Sansthan), Central Hindi Teaching Institute, 7th floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wide publicity.
6. Joint Director (Examintaton), Hindi Teaching Scheme, New Delhi.
7. Assistant Director, Research & Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.
8. Assistant Director (Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7th 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, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hyderabad, Bengaluru.

Suman Lal
7.1.2022

(Suman Lal)
Director(Incharge)

PROFORMA

Name of the Officer	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 :-----

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

Email Id : -----

Details of the officers for communication :

1.	2.
<p>Director Central Hindi Training Institute, Deptt. Of Official Language, Ministry of Home Affairs, 7th 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.9582854331 Email-adwschti-dol@nic.in</p>