

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/Publicsectorundertakings/Banks/Corporations/Statutory Bodies/Public Enterprises/Organisations etc.

Subject : Organisation of Online training programme for five full working days during the year 2022 to enable the faculty members [Trainers] of various Training Institutes of Govt. of India, to impart their training in Hindi language –regarding.

Sir/Madam

The Central Hindi Training Institute organize a Hindi Training Programme every year for faculty members (trainers) of various Training Institutes of Government of India, so as to enable them to use Hindi along with English/Regional language as a medium of imparting training in their respective Institutes. This institute has organized such 46 training programmes so far. As a considerable number of faculty members are yet to be trained, Due to Covid-19 it has been decided to continue the said programme [online] even in the year 2022.

Hence you are requested to nominate faculty members for this programme.

Brief information about training

Sl.No.	Name of the programme	Objective	Period	Eligibility/Designation of nominated officer	Name of training institutes/offices for whom training is compulsory.
1.	Online Training programmes for faculty members/ Trainers	To make it compulsory for faculty members of various institutes to impart training through Hindi medium besides English and Regional languages. To strengthen their skill and style of expression in Hindi Language.	23 to 27 May, 2022 (five full working Days.)	All such faculty members who are imparting training in English & Regional Languages but facing problems to impart training through Hindi medium.	various training institutes of Government of India, Ministries/ Departments/Public Undertakings, Banks, Corporation, Statutory Bodies, Public Enterprises, Organizations etc.

Procedure of Enrolment and proforma

- Details of the faculty members nominated for the above training may be sent to this office in the proforma given in the Annexure-I well in advance so that any inconvenience in correspondence may be avoided.
- Confirmation letter for training will be sent separately well in advance by this office to the nominated faculty members.
- **Nominated faculty members of the concerned office may be relieved for the training Period 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.

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.
- Kindly refer Annexure-II for contact numbers of the officers of the Central Hindi Training Institute.
- **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. 19011/26/2021/CHTI/STIT/ 1405-2104

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, NDCC-II Building, 4th Floor, Jai Singh Road, New Delhi.
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 (Examintation), 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, 7thFloor, Pt. Deendayal Antyodaya Bhawan, New Delhi with this direction that they will make it Upload on the portal/website of the Central Hindi Training Institute.
9. Administrative Officer, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
10. Dy. Director Central Hindi Training Sub Institute, Hydrabad, Bengaluru.


7.1.2022
(Suman Lal)
Director(Incharge)

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 :-----

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 : 011-2379352, Mob.9729177268 Fax : 011-23793521, Mob.9582854331 <u>Email-adwschti-dol@nic.in</u></p>