

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

Tel: 23793521

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Date: 16/02/2024

To,

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

Subject : Regarding Organisation of training programme for five full working days during the year 2024 to enable the faculty members [Trainers] of various Training Institutes of Govt. of India, to impart their training in Hindi language.

Sir/Madam,

The Central Hindi Training Institute organizes Hindi Training Programmes 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 45 training programmes so far. As a considerable number of faculty members are yet to be trained,

Hence you are requested to nominate such faculty members who are yet to be trained 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.	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.	16 to 20 December, 2024 (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.

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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-I, 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.

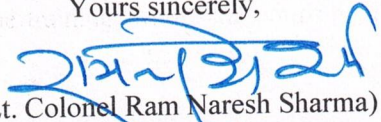
Address of the Training Centre: Short Term Intensive Training Unit, Central Hindi Training Institute, Department of Official Languages, 2-A, Prithviraj Road, New Delhi- 110011.

SPECIAL NOTE:

- 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.

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 Ram Naresh Sharma)
Director

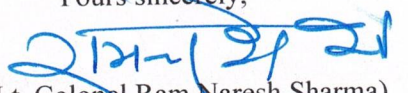
Endorsement No. 19011/29/2024/CHTI/STIT/

Date:

Copy for information:

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. The Joint Director (T/S), Hindi Teaching Scheme, 7th floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
5. All Regional Deputy Directors, Hindi Teaching Scheme.
6. All Deputy Directors (Implementation) for wide publicity.
7. The Deputy Director (Exam.), Hindi Teaching Scheme, New Delhi.
8. The Deputy Director, Central Hindi Training Sub Institute, Hyderabad/Bengaluru.
9. The Assistant Director (L), Research and Analysis cell, Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
10. 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.
11. The Assistant Director (H.Q. H.T.S), 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.

Yours sincerely,


(Lt. Colonel Ram Naresh Sharma)
Director

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PROFORMA

ANNEXURE-I

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. [In Capital Letters]

Signature of the Sponsoring Officer -----

Designation :-----

Full Address of Office :-----

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

Email Id : -----

ANNEXURE –II

Details of the officers for communication :

1.	2.	3.
<p>Director Central Hindi Training Institute, Dept. of Official Language, Ministry of Home Affairs, 7th Floor Pt. Deendayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003 Tel: 011-24361852 Email: dirchti-dol@nic.in</p>	<p>Deputy Director, Short Term Intensive Training Cell, Central Hindi Training Institute, Dept. of Official Language, 2-A, Prithviraj road, New Delhi- 110011 Tel: 011-23793521 Email: DD-WS-chti-dol@gov.in</p>	<p>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 Email: chti1232@nic.in Chti1282-dol@nic.in</p>