

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

Tel: 23793521

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Date: 16/02/2024

To

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

Subject : Regarding Organisation of Orientation programme for five full working days for Managers (O.L)/Joint/Deputy/Assistant Directors(OL)/Hindi Officers/ Senior translation officers/Junior translation Officers of all the Ministries/Departments of the Union Government/ Public Sector Undertakings/ Banks/ Corporations/ Statutory Bodies/Public Enterprises etc. for the year 2024.

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 such sixty five 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. As per Ministry of Home Affairs[MHA] guidelines one orientation programme is being organized during the year 2024, You are requested to nominate the OL officers working under you for the same.

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.	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. acquainted	03 June, 2024 to 07 June, 2024 (Five Full working days.)	Joint//Deputy/Assistant Directors(O.L.)/ Senior Translation Officers/Junior Translation Officers 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..

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.

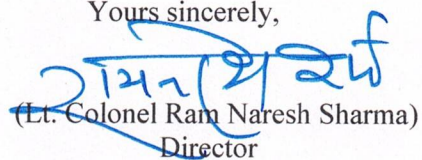
Address of the Training Centre: Short Term Intensive Training Unit, Central Hindi Training Institute, Department of Official Languages, 2-A, Prithviraj Road, New Delhi- 110011.

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,

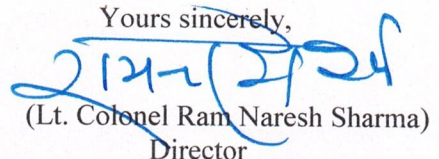

(Lt. Colonel Ram Naresh Sharma)
Director

Endorsement No. 19011/28/2024/CHTI/STIT/501-900
Copy for information:

Date: 16/02/2024

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 (HQ.), Central Hindi Training Institute, 7th Floor, Pt. Deendayal Antyodaya Bhawan New Delhi.

Yours sincerely,


(Lt. Colonel Ram Naresh Sharma)
Director

ANNEXURE-I

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. [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>Consultant (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: chti1153@nic.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: <u>chti1232@nic.in</u> Chti1282-dol@nic.in</p>