

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: 28 SEP 2016

To

All Ministries/Departments/Public sector undertakings/Banks/Corporations/Statutory Bodies/Public Enterprises/Organisations etc.

**Subject :** Five Full working days orientation programme for Managers (Official language)/Joint/Deputy/Assistant Directors(Official language)/Hindi Officers of all Ministries/Departments of the Union Government/ public sector undertakings/ Banks/ Corporations/ statutory bodies/Public Enterprises/ Organizations for the year-2017-regarding.

Sir/Madam,

Keeping in view the necessity of training, the Central Hindi Training Institute has been conducting programmes for Hindi officers of the Government of India and Public Sector Undertakings so that they can play a vital role in successful Implementation of Official language policy. Total 53(Fifty Three) orientation programmes have been conducted from year 1999 to 2016.

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. Therefore, two orientation programmes are being organized during the year 2017,. You are requested to nominate your Hindi officers under your control for the said training programmes.

**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.	Orientation Programme	To provide up to date information on Official language Hindi. To get them Acquainted with the responsibilities related to official language for successful Implementation of the official language policy.	06 March, 2017 to 10March, 2017  (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 Undertakings, Banks, Corporations, Statutory Bodies, Public Enterprises, Organization etc.
2.	- do -	- do -	09 Oct., 2017 to 13 Oct., 2017	- do -	- do -

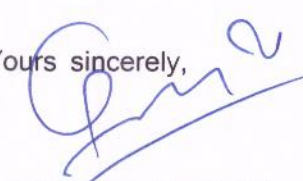
**Procedure of Enrollment and Performa**

- Details of the officers nominated for the above training may be sent to this office in the performa given in the Annexure-I well in advance so that any kind of difficulty in correspondence can be avoided.
- Confirmation letter for training will be sent separately well in advance by this office to the officers.
- Nominated officers of the concerned office may be relieved for the training 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.
- **Address of the training Centre:** Short term Intensive Training Unit, Central Hindi Training Institute, Department of official language, Ministry of Home Affairs, 2-A, Prithviraj Road, (Opposite J&K House/ near Rajasthan house) New Delhi-110011.

**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.
- Admissible TA/DA etc. will be borne by the concerned office/Organization of the participant, and not by the Institute (sansthan)
- Please ensure to relieve the officers who have been confirmed by this office for the training programme. If the said officer can not be relieved for any reason whatsoever, the other officer may be sent as a replacement. Also please ensure that such confirmed officers are nominated again for the next training programme.
- Each participant will be given a certificate and relieving order by this Institute on completion of the training.
- Kindly refer to Annexure-II for contact numbers of the officers of the Institute, address of the training centre, hostel and bus routes/ nearest railway station etc.
- **Kindly contact Assistant Director in-charge at 011-23793521 for any other information regarding training**

Yours sincerely,

  
(Dr. JAI PARKASH KARDAM)  
Director

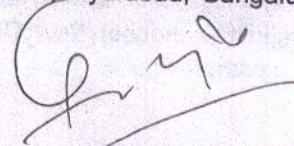
Endorsement No. 19011/25/2016/CHTI/STIT/

DATED

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 (Head Quarters), Hindi Teaching Scheme, 7<sup>th</sup> floor, Paryavaran Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wider publicity.

6. Deputy Director (Examination), Hindi Teaching Scheme, New Delhi.
7. Assistant Director, Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> Floor, Paryavaran Bhawan, New Delhi.
8. Assistant Director(Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> Floor, Paryavaran 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, 7<sup>th</sup> Floor, Paryavaran Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hydrabad, Bangaluru.



(Dr. JAI PARKASH KARDAM)

Director

**Contact Persons**

1.	2.
<p>Director, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 7th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. 110003. Telephone: 011-24361852 FAX: 011-24361852 Email:dirchti-dol@nic.in</p>	<p>Assistant Director in Charge, Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 FAX: 011-23018740. Email: cht1111@nic.in</p>

**Address of Training Centre/Hostel and bus route No./ Nearest Metro Station**

Training Centre
<p>Central Hindi Training Institute, Department of Official Language, Short Term Intensive Training Cell, 2-A, Prithviraj Road, New Delhi. 110011. Telephone: 011-23793521 <b>Bus Route</b> - From New Delhi Railway Station to UPSC, Shahjahan Road Bus No.440, 56, 522(Spl) From Old Delhi Railway Station to Prithviraj Road Bus No. 502 From ISBT to Prithviraj Road Bus No.501, 503, 533, 621 <b>Metro Station:</b> Khan Market or Jorbagh</p>

Hostel	Hostel
<p>Warden (Hostel), Central Hindi Training Institute, Flat No.2, Government Hostel, 3rd Floor, Dev Nagar, Karol Bagh, New Delhi.110005. <b>Bus Route:</b> From New Delhi Railway Station to Khalsa College. Bus No.181 From Old Delhi Railway Station to Liberty Cinema Bus No.926 From Hostel to UPSC, Shahjahan Road (Prithviraj Road) Bus No.450, 181.</p>	<p>Hostel Warden/Caretaker Central Translation Bureau, Flat No.-876 to 890, Pushp Vihar, Sector-7, New Delhi. 110017. Phone-011-29562873, 24361734 <b>Bus Route-</b> From Old Delhi Railway Station, Bus No.419. From New Delhi Railway Station- R.K.Ashram Bus Stop, Bus No.521 &amp; 522. From Pushp Vihar Hostel to Training Centre-Bus No. 521 &amp; 522. (Nearest Bus Stop-Lodhi Garden)</p>

PROFORMA

Name of the Officer/ Employee	Designation	Mother tongue	Presently posted at	Educational / Technical qualification	Knowledge of Hindi	Telephone No. (Office)/ Mobile	E-mail Id.

Signature of Sponsoring Officer

Designation : \_\_\_\_\_

Full Address of Office : \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Id.: \_\_\_\_\_