

भाकृअनुप-भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR-INDIAN INSTITUTE OF SPICES RESEARCH  
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)  
मेरिकुन्नु पी. ओ. Marikunnu P. O., कोषिकोड Kozhikode- 673 012

फा. नं. F.No. 9 (4) (5) / 2016 हिन्दी Hindi

दिनांक Date: 27.01.2021

परिपत्र CIRCULAR

केन्द्रीय सरकार के अधिकारियों तथा कर्मचारियों के लिए, वर्ष 2021 में आयोजित की जाने वाली पांच पूर्ण कार्यदिवसीय ऑनलाइन गहन हिन्दी कार्यशालाओं से संबंधित केन्द्रीय हिन्दी प्रशिक्षण संस्थान, नई दिल्ली से प्राप्त संलग्न पत्र देख लें। जो अधिकारी / कर्मचारी इस कार्यशाला में भाग लेना चाहते हैं वह 6 फरवरी 2021 तक हिन्दी सेल को सूचित करने की कृपा करें।

यह निदेशक द्वारा अनुमोदित है।

Kindly see the enclosed letter received from Central Hindi Training Institute, New Delhi regarding five days Online Intensive Hindi Workshops to be organized in the year 2021 for Central Government Officers/Employees. Those who are interested to attend this workshop may kindly inform to Hindi Cell on or before 6<sup>th</sup> February 2021.

This is issued with the approval of Director.

एन. के. लीला

(एन. के. लीला N. K. Leela)

प्रधान वैज्ञानिक एवं हिन्दी अधिकारी  
Principal Scientist and Hindi Officer

इन्ट्रानेट में प्रदर्शित करने के लिए  
To display in Intranet.

Tel : 23793521  
Tel fax : 23793521

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

No. 19011/24/2020/CHTI/STIT/505 से 1004

Dated: 02/11/2020

To

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

**Subject :** Details of Online intensive Hindi workshops to be organized during the year 2021 by the Central Hindi Training Institute (Sansthan) for the officers/employees of all the Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/statutory Bodies/Enterprises/Agencies/Corporations & Nationalised Banks owned or controlled by the Union Govt - regarding.

Sir/Madam,

As per Ministry of Home Affairs[MHA] Order No. 40-3[2020] DM-1[A] dated 17May2020. The intensive Online Hindi workshops are being organized by the Central Hindi Training Institute for the officers/employees of all the Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/Statutory Bodies/Enterprises/Agencies/Corporations & Nationalised Banks owned or controlled by the Union Government.

The details of various Hindi workshops to be organized during the year 2021 are given in Annexure-I so that the concerned offices may nominate their personnel in one go as per their convenience for various workshops being organized according to the annual calendar.

Brief information about training.

S.N.	Name of the programme	Objective	Period	Offices for whom training is compulsory
1.	Online Intensive Hindi workshop	(A) To motivate departmental officers/ employees to do their official work in Hindi. (b) To develop their skill in Hindi for doing their official work in Hindi (c) To develop their writing skill in Hindi for doing their official work in Hindi (D) To acquaint them with e-tools/software developed by the Department of Official Language.	Five Half working Days.	All the Ministries/Departments, their attached & subordinate offices and Public Sector Undertakings/Statutory Bodies/Enterprises/Agencies/ Corporations & Nationalised Banks owned or controlled by the Union Government

**Eligibility**

- For successful implementation of the official language policy, the Department of Official Language has requested all its offices to get all those personnel training official Hindi who have acquired working knowledge \* in Hindi. {Definition of working knowledge is separately given at \*/}.
- Non-Hindi speaking officers/employees who have undergone the training of prabodh, Praveen and pragya courses, but find it difficult to do their office work in Hindi, can be nominated for these workshops.
- Preference for admission would be given to those officers/employees who have not undergone any training in Hindi workshop conducted by the Central Hindi Training Institute.

**\* An employee shall be deemed to have acquired working knowledge in Hindi -**

- If he/she has passed the matriculation or an equivalent or higher examination with Hindi as one of the subjects; or
  - If he/she has passed the pragya examination conducted under the Hindi Teaching Scheme of the Central Government or when so specified by the Government in respect of any particular category of posts, passed any desired examination under that scheme.
- or
- If any official gives a declaration in the prescribed Proforma under the provisions of Rule 10[i] [b] that he has working knowledge of Hindi.

**Procedure of Enrolment and Proforma**

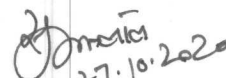
- Details of the officers nominated for the above training may be sent to this office by email in the Proforma given in Annexure-III well in advance so that any kind of inconvenience in correspondence can be avoided.
- Confirmation letter for training will be sent separately well in advance by Email.
- **The working hours for training would be 14.30 p.m. to 17.00 p.m.**

**Note**

Kindly refer Annexure 'I' for annual details for Online intensive Hindi workshop.

- Administrative Heads of all the Ministries/Departments, Undertakings, Banks and Corporation etc. are requested to circulate this letter immediately to their attached and subordinate offices/Units/Branches by Email.
- Participants will be given a certificate by this Institute on completion of the training.
- **For any other information regarding training kindly contact Assistant Director in-charge Mrs Sameer Trikha at 011-23793521, 09729177268 Email-[chti1182@nic.in](mailto:chti1182@nic.in)**

Yours sincerely,

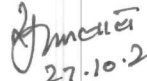
  
(Suman LaL)

Director[Incharge]

Endorsement No. 19011/24/2020/CHTI/STIT/5054/1004 DATED 02/11/2020

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, Pt. Deendayal Antyodaya Bhawan, New Delhi.
4. All Deputy Directors, Hindi Teaching Scheme.
5. All Deputy Directors (Implementation) for wide 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, Pt. Deendayal Antyodaya Bhawan New Delhi.
8. Assistant Director(Typing/Stenography), Research & Analysis cell, Central Hindi Training Institute, 7<sup>th</sup> 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, 7<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, New Delhi.
10. Assistant Director (In-charge), Central Hindi Training Sub Institute, Hyderabad, Bengaluru.

  
27.10.2020  
(Suman LaL)  
Director [Incharge]

Intensive Online Hindi workshops  
(Half Five working days)

Sl. No.	Workshop No.	Training Period
1.	506	11.01.2021 से 15.01.2021
2.	507	01.02.2021 से 05.02.2021
3.	508	22.02.2021 से 26.02.2021
4.	509	05.04.2021 से 09.04.2021
5.	510	03.05.2021 से 07.05.2021
6.	511	07.06.2021 से 11.06.2021
7.	512	21.06.2021 से 25.06.2021
8.	513	05.07.2021 से 09.07.2021
9.	514	26.07.2021 से 30.07.2021
10.	515	09.08.2021 से 13.08.2021
11.	516	23.08.2021 से 27.08.2021
12.	517	06.09.2021 से 10.09.2021
13.	518	20.09.2021 से 24.09.2021
14.	519	22.11.2021 से 26.11.2021
15.	520	06.12.2021 से 10.12.2021

**Details of the officers for communication :**

ANNEXURE –II

1.	2.
Director Central Hindi Training Institute, Deptt. Of Official Language, Ministry of Home Affairs, 7 <sup>th</sup> Floor Pt.Deendayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi-110003 Tel : 011-24361852 Fax : 011-24361852 Email :dirchti-dol@nic.in	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.09729177268 Fax : 011-23018740 Email :chti1182@nic.in

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 : -----