

F-No. 10-3/2013-Trg./

भारत सरकार

Government of India

केंद्रीय अनुवाद ब्यूरो

CENTRAL TRANSLATION BUREAU

राजभाषा विभाग:गृह मंत्रालय

Department of Official Language : Ministry of Home Affairs

पर्यावरण भवन, 8 वां तल, बी-ब्लॉक,

Paryavaran Bhawan, 8th Floor, B-Block,

केंद्रीय कार्यालय परिसर, लोदी रोड.

C.G.O. Complex, Lodi Road,

नई दिल्ली-110003

New Delhi-110003

दिनांक/Dated: .

To,

Subject : Regarding 21 days Translation Training Course conducted by the Central Translation Bureau.

Sir,

Central Translation Bureau organizes 21 days translation training course in addition to other training courses. This course is conducted in the respective offices. If your office is interested to avail the facility of this training course, you have to nominate such 15-20 officials, who have passed their examination up to the level of B.A. with Hindi and English subjects. Such offices have to make arrangement for a hall, black board, chalk and other necessary items. The duration of this training course is 21 working days and the concerned office is required to pay nothing for this i.e. this course is conducted free of cost.

2. Two-three officers of Central Translation Bureau are deputed for deliver lectures and impart training during this course, turn wise and it is but natural that arrangement for transportation from station and lodging for these officers is to be made by the concerned office.

3. Considering your office as an important one, Central Translation Bureau feels that organization of the said course in your office **will provide effective knowledge of translation and implementation of Official Language Hindi to your Officers/Employees** I am sure that this course will prove very useful for your Office.

Therefore, it is requested that if you decide to organize such training course in your office. Please do let us know at the earliest. So that further action can be initiated.

Yours faithfully,

(DR. S.N.SINGH)

Director

Phone/Fax – 011-24362025