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भारत सरकार GOVT. OF INDIA

गृह मंत्रालय, राजभाषा विभाग MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय अनुवाद ब्यूरो CENTRAL TRANSLATION BUREAU

केंद्रीय सदन, 5वाँ तल, 'डी' विंग, कोरमंगला, बेंगलूर - 560 034

Kendriya Sadan, 5th Floor, 'D' Wing, Koramangala, Bangalore - 560 034

F.No.12-6/2014-15/

Dated:05/11/2014

OFFICE MEMORANDUM

Sub:-Conducting of Re-designed Translation Training Programme by
Central Translation Bureau-Reg.

As per Government of India O.M.No.13011/52/2014/O.L.(CTB) dated 03/05.09.2014, Translation Training Programme of Central Translation Bureau has been re-designed and it will be conducted in every fortnight (two programmes in a month) each for 5 days from January, 2015. This five Days' Translation Training Programme is meant for all officers and employees (including Hindi Officers/Translators) working in Central Government Ministries, Departments, Offices, Banks, Undertakings, Corporations, Autonomous Bodies etc. Nominated officers are required to have working knowledge in Official Language Hindi.

The re-designed Translation Training Programme will be completed in phases called Level-1, Level-2 and Level-3. The syllabus for these three phases are designed differently. After every training lecture, participants may have ample time for practice sessions followed by relevant test papers. Successful trainees will be awarded with certificates,

The venues for the above Five days' Translation Training Programme conducted by CTB, Bangalore will be either Training Hall of Central Translation Bureau itself or any befitting Hall in a Central Govt. office located in Bangalore. For each training course, prescribed number of officers and employees is minimum 15 and maximum 25. The time schedule for the above 5 days' Translation Training Programme from coming January 2015 is as under:-

Jan,2015	05.01.2015 to 09.01.2015 19.01.2015 to 23.01.2015	Central Translation Bureau,Bangaluru ----do----
Feb,2015	09.02.2015 to 13.02.2015 19.02.2015 to 23.02.2015	Central Translation Bureau,Bangaluru ----do----
Mar,2015	09.03.2015 to 13.03.2015 23.03.2015 to 27.03.2015	Central Translation Bureau,Bangaluru ----do----

Nominations of officers/staff-members are invited for the above Translation Training Programme.

(Dr.S.N.Singh)
Joint Director

Copy to:-

HOD/CMD of Central Govt. Establishments, Institutes, Undertakings, Banks, Corporations and Autonomous Bodies.