

NO. 12019/81/2015-O.L.(IMPL-2)/Part-2

Government of India

Ministry of Home Affairs

Department of Official Language

B Wing, 4th Floor, NDCC-2 Building,

Jai Singh Road, New Delhi-110001

Date – 29 Feb. 2016

Office Memorandum

Sub : Organising Hindi Workshops.

The instructions have been issued to organize Hindi Workshops to overcome the difficulties faced by various offices in doing the official work in Hindi. The main objective of these workshops is to overcome the hesitation of government employees in doing their work in Hindi. In these workshops, the main emphasis should be on actual practice of doing the official work in Hindi. The exercises should be related to the routine work of the concerned employees.

2. Instructions were issued by the department on this subject on 01.10.1973 and 29.10.1984. Now the following guidelines will come into effect forthwith, in supersession of all the office memoranda/guidelines regarding the organisation of Hindi Workshops.

- i. The duration of the workshop should be a minimum of one working day. Minimum two third of the time of the workshop shall be devoted to the actual practice of doing the official work in Hindi on the subjects related to that office.
- ii. The "Karyashala Sandarshika" prepared by the Department of Official Language is now available on the website. The Ministries/Departments and headquarters of Banks/Undertakings are requested to use this to prepare their own "Karyashala Sandarshika" as per their requirements. To facilitate the employees to work in Hindi after the training, the subjects related to their own domain may be added and it should be ensured that the work of each every vertical/division/section has been incorporated in it.
- iii. The workshop should be conducted by competent officers, having expertise in their subjects. The guest faculty may also be invited as per the requirement.

- iv. These workshops should be so arranged as to ensure that every employee is able to participate at least once in two years and the number of workshops in a year may be fixed accordingly. Special emphasis should be given to the participation of higher officers in these workshops. Post training assessment of the work being done in Hindi by the employees trained in these workshops should be done and if needed the employee can be nominated again.
- v. Feedback, regarding the utility of workshop, may be obtained from the trained officers/employees at the end of the workshop.
- vi. Honorarium for training may be paid to the experts as per the DoPT guidelines (currently no. 13024/01/2009-Trg. (Trg. Ref) dated 23.09.2014) as amended from time to time.
- vii. Small offices, which are not able to conduct workshops individually, may organize the workshops jointly with other offices. In this regard, necessary co-ordination shall be done by the Town Official Language Implementation Committees.

The head of offices will ensure that the workshops are organized as per the above guidelines.


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No.13024/01/2009-Trg.(Trg. Ref.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Division

Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi – 110067

Dated: 23rd September, 2014

OFFICE MOMORANDUM

Sub: Honorarium for Guest Faculty.

The undersigned is directed to refer to DoPT's O.M. No.13024/2/2008-Trg.1 dated 3rd March, 2009 wherein rates of honorarium to the Guest faculty payable to Serving Officers/Non-Serving Officers/Experts/Eminent persons coming as guest faculty to the Central Training Establishments (CTIs) have been mentioned. The same are reproduced below:

S.No.	Category	Existing rates
1	Serving officers	Rs.500/- per session
2	Non-Serving Officers	Rs.1000/- per session
3	Experts/Eminent resource persons	Rs.4,000/-per session (with reasons justifying such payment, duly recorded by the Head of CTI)

2. The above rates were based on the recommendations of the Sixth Central Pay Commission and accordingly the pattern followed by the DoPT and LBSNAA, Mussoorie for the purpose of grant of honorarium payable to Guest Faculty was made applicable to all CTIs for Group A Services.

3. A number of references have been received in DoP&T from various CTIs for revision of fees/honorarium. The matter was considered and it is hereby clarified that the fees/honorarium for guest speakers can be decided by respective Ministries/Departments in consultation with their IFD and with approval of the Competent Authority.

4. There will be no change in the other conditions as mentioned in DoPT's O.M. referred above.

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To
All Ministries/Departments of Government of India (as per standard list)
All Central Training Institutes