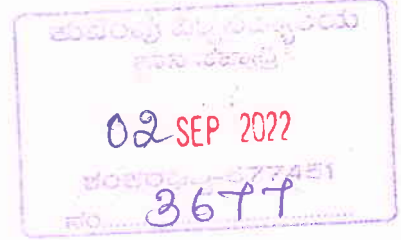


Ref: OFL/11/22

25.08.2022

Officer I/c (Training & Development/HRD)
Kuvempu University, Jnanasahyadri
Shankaraghatta, Shivamogga Dist.,
Karnataka-577451



**RESIDENTIAL WORKSHOP ON OFFICIAL LANGUAGE (RAJBHASHA) AT JIM
CORBETT NATIONAL PARK, UTTARAKHAND**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Ministries, Public Sector Undertakings, Autonomous Bodies, Statutory Authorities, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

A residential workshop on Official Language (Rajbhasha) is being organized by NAHRD from **16.11.2022 to 19.11.2022 at Jim Corbett National Park, Uttarakhand.**

The present workshop is for the benefit of officers dealing with official language policy of Government of India and State Governments in various ministries, Public Sector Undertakings, Autonomous Bodies, Statutory Authorities etc. The present workshop will help the officers in implementing the official language policy, organizing Hindi workshops, dealing with committee of Parliament on Official Language and other Committees and knowledge of theory and practical of translation, standard script of Hindi and knowledge of terminology etc. The present workshop will also benefit officers/ staff members posted in Official Language (Rajbhasha) Department of their organization. The present workshop will also help officers working in region 'A' and 'B' as notified under The Official Languages Rules, 1976. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Official Language Policy of Government of India & State Governments
- Dealing & Filling-up Questionnaire by Parliament Committee on Official Language
- Quarterly report on progressive use of Hindi
- Theory of Translation and Process of Translation
- Technical Terminology pertaining to Administration, Accounts, Legal etc.
- Noting & Drafting in Hindi
- Hindi Script & Standardization of spellings in Hindi
- Organizing workshops on various subjects related to Official Language in terms of instructions by Central Government

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

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DVG
03/09

Faculty

Dr. Bichar Das is former Director, Central Translation Bureau, Ministry of Home Affairs (Department of Official Language), Government of India. He is also former Director, Central Hindi Training Institute, Ministry of Home Affairs, Government of India. Dr. Das has handled various administrative duties during his tenure with Government of India. Dr. Das is having huge experience on the present subject and is faculty on the present subject for more than 40 years. Dr. Das is also a visiting faculty for ISTM, Department of Personnel & Training, Government of India and other prestigious institutes on present subject. He is still associated with a number of government organizations in relation to official language policy. He is also recipient of various prestigious awards from various academic institutions. He is also author of 14 books on Official Language, Translation and other subjects. Dr. Das has conducted a number of workshops on the present subject and is a renowned faculty on the present subject.

Sh. Ashok Sachdev is former Director, Ministry of Water Resources, Government of India. He is holding M.A. Degrees in Economics & Hindi. He has worked in various ministries under Government of India during his service under Central Government. He is having 40 years of experience on Official Language. He is also having huge experience with various committees on Official Language such as Parliament Committee on Official Language, Official Language Implementation Committee etc. He has also written a number of articles on various subjects. He is having huge experience of Hindi teaching, Official Language- implementation, translation, financial and administrative matters. He is a renowned faculty on the present subject.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export-Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 54,000/- plus GST @ 18% per participant

Twin Sharing*- Rs. 45,000/- plus GST @ 18% per participant

*Twin Sharing is available only for organizations nominating even number of participants of same gender.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. In case of single occupancy, spouse/ family members are welcome on additional all inclusive nominal charges.

Venue: The Blue Orchid Hotel & Resort, Ramnagar, Uttarakhand- 244715

Check In- 16.11.2022 (2:00 P.M.)

Check Out- 20.11.2022 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 17.11.2022 and will conclude at 5:30 P.M. on 19.11.2022.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at all points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD

we also request you to consider nominating officers for our other residential workshops (September 2022 to March 2023). Details are as under:

- Residential workshop on **Administrative Vigilance and Disciplinary Rules & Procedures** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Pay Fixation Rules** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Legal Literacy for Government Organizations** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Public Premises (Eviction of Unauthorized Occupants) Act, 1971** from 19.09.2022 to 21.09.2022 at Goa,
- Residential workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Contract Management, Dispute Resolution & Arbitration** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Audit, Accounting & Financial Management** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Labour Laws & HR Compliances** from 22.09.2022 to 24.09.2022 at Goa,
- Residential workshop on **Right to Information Act** from 10.10.2022 to 12.10.2022 at Udaipur (Rajasthan),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 10.10.2022 to 12.10.2022 at Udaipur (Rajasthan),
- Workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 09.11.2022 to 11.11.2022 at New Delhi,
- Residential workshop on **Official Language (Rajbhasha)** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Preventive Vigilance** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Recruitment Rules, Rosters & Reservation in Services** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Management of Training for HRD/ Training Department** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Goods & Services Tax (GST)** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential workshop on **Audit, Accounting, Budgeting & Financial Management** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential **Capacity Building Program for Secretaries, Assistants & Stenographers** from 11.12.2022 to 14.12.2022 at Port Blair (A&N Islands),

- Residential workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 11.12.2022 to 14.12.2022 at Port Blair (A&N Islands),
- Workshop on **Right to Information Act** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Handling of Court Cases** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Labour Laws & HR Compliances** from 19.01.2023 to 21.01.2023 at Delhi,
- Workshop on **Pay Fixation Rules** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Parliamentary Procedures, Questions & Assurances** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Work Life Balance & Leadership Development** from 05.02.2023 to 08.02.2023 at Port Blair, A&N Islands,
- Workshop on **Contract Management, Dispute Resolution & Arbitration** from 05.02.2023 to 08.02.2023 at Port Blair, A&N Islands,
- Workshop on **Recruitment Rules, Rosters & Reservation in Services** from 09.02.2023 to 12.02.2023 at Port Blair, A&N Islands,
- Workshop on **Disciplinary Rules & Procedures** from 09.02.2023 to 12.02.2023 at Port Blair, A&N Islands,
- Workshop on **Corporate Governance for Directors, Independent Directors and KMPs** from 23.02.2023 to 26.02.2023 at Kathmandu (Nepal),
- Workshop on **Corporate Social Responsibility** from 23.02.2023 to 26.02.2023 at Kathmandu (Nepal),
- Workshop on **Goods & Services Tax (GST)** from 23.02.2023 to 26.02.2023 at Kathmandu (Nepal),
- Workshop on **Audit, Accounting, Budgeting and Financial Management** from 23.02.2023 to 26.02.2023 at Kathmandu (Nepal),
- Workshop on **Public Private Partnership (PPP)** from 27.02.2023 to 02.03.2023 at Kathmandu (Nepal),
- Workshop on **Retirement Planning** from 27.02.2023 to 02.03.2023 at Kathmandu,
- Workshop on **Management of Training for HRD/ Training Department** from 27.02.2023 to 02.03.2023 at Kathmandu (Nepal) and
- Workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 27.02.2023 to 02.03.2023 at Kathmandu (Nepal).