

भारत सरकार

Government of India

केंद्रीय अनुवाद ब्यूरो

CENTRAL TRANSLATION BUREAU

राजभाषा विभाग: गृह मंत्रालय

Department of Official Language: Ministry of Home Affairs

पं. दीनदयाल अंत्योदय भवन, 8वां तल, बी-ब्लॉक,

Pt. Deendayal Antyodaya Bhawan, 8<sup>th</sup> Floor, B-Block,

केंद्रीय कार्यालय परिसर, लोदी रोड, नई दिल्ली-110003

C.G.O. Complex, Lodi Road, New Delhi-110003

Date : 16.01.2019

### Office Memorandum

**Subject :-** Nomination in the Translation Training Programmes to be conducted by Central Translation Bureau from April, 2019 to March, 2020 for Rajbhasha Adhikaris/Translators and officials associated with the work of implementation of the official language working in the offices/organizations of the union Govt.

As per the Govt. of India, Ministry of Home Affairs, Deptt. of Official Language O.M. No. 13011/52/2014-O.L. (C.T.B.), dated 27.04.2016 the following Translation Training Programmes will be organized by Central Translation Bureau during the year 2019-2020 according to the objectives and time schedules mentioned below-

**Objectives :-** The main objective of Translation Training Programmes to be conducted by C.T.B. is to provide information regarding new concepts and techniques and technical terminologies related to various subjects used in the field of translation to ensure the optimum use of Official Language Hindi. In addition to this, the objective of the said Training Programmes is also to provide information regarding the use of computers and other mechanical aids available for the work related to the Official Language Hindi and Translation. With these training programmes, the officers / employees working in the Central Government offices will be able to get a detailed information regarding use of Official Language Hindi and translation. These training programmes are essential for the development of Translation skills of the Govt. Officials . The scheme of each programme is as follows:-

Sr. No	Name of Training Programme	Eligibility	Duration of training Programme/ minimum number of trainees	Schedule of the Programme	Total number of Programmes/ total number of trainees	Venue of the Programme	Exams. and Certificates
1	Induction Translation Training (Compulsory)	Compulsory for Hindi Translators, Hindi Assistants and officials associated with implementational work of the Official Language .	06 Weeks / 30 working days , 20 trainees .	April-Jun, 2019 July-September, 2019 October-December, 2019 Jan.-March, 2020	04 Programmes x 04 centres = 16 programmes 16x20 = 320 trainees .	Bureau Hqs., New Delhi and Translation Training Cantres at Mumbai, Bengalore and Kolkata .	Examination in the last week of the Training Programme and distribution of certificates and medals at the end of the session.

2	Advanced Translation Training for officers	For Rajbhasha Adhikaris/Hindi officers and officials associated with implementational work of the official language in the Govt. Offices/PSUs./Banks.etc.	01 week/ 5 working days, 20 trainees .	April-July, 2019, August-Nov., 2019, Dec.,2019 to March, 2020	03 Programmes, 03x20 = 60 trainees .	Bureau Headquarters, New Delhi	Distribution of certificates on the completion of training
3	Refresher Translation Training	Hindi Translators, Hindi Assistants and the officials associated with implementational work of the Official Language( irrespective of their designations) who have already received Three Months Translation Training/Induction Translation Training.	05 Working Days / 20 Trainees .	April-September. (1 <sup>st</sup> Two Quarters.) October - March. (2 <sup>nd</sup> two Quarters.)	02 Programmes x 04 Centres = 08 Programmes, 08x20 = 160 trainees .	Bureau Headquarters, New Delhi and Translation Training Centers Mumbai, Bengalore and Kolkata .	Distribution of certificates on the completion of training.
4	Short-term Translation Training (Out-reach)	For officials associated with implementational work of the Official Language in various offices/ Organizations etc.	05 Programmes / 25 trainees.	10 Programmes in a year by the Headquarters, New Delhi, One programme in every two quarters by each center = 10+3x2 =26 programmes .	16 programmes x 25 trainees = 400 trainees.	Anywhere in India on demand of an Office/ Organisation/ TOLIC.	Distribution of certificates on the completion of training.
5	Special Technical Translation Training	For Scientists, Technicians, Engineers and other subject Experts.	05 Programmes / 20 trainees.	One Training Programme in every Quartar .	04 programmes, 04x20 = 80 trainees	Bureau Headquarters, New Delhi and Anywhere in India on demand of an Office/ Organization/ TOLIC.	Distribution of certificates on the completion of training

### **1. Induction Translation Training (compulsory)**

i. **Induction Translation Training Course** : This programme is an in-service compulsory Translation Training Programme for Hindi Officers/Hindi Translators, Hindi assistants and the officials associated with implementational work of the official language in various Ministries, Departments, Offices of the Government of India, Public Sector undertakings, enterprises, Corporations, Companies, Nationalised banks and Autonomous bodies etc. All the officials who have studied Hind and English subjects at the degree level will be eligible for training in this programme.



ii. In addition to the faculty members of CTB, lectures on technical subjects such as Linguistics, Lexicography, I.T., Engineering, Finance, Accounts, Medical and Law etc. Will be delivered by the Guest Faculty members. Maximum 12 Guest lecturers will be invited for each programme.

iii. At the end of the training programme, an examination of 100 marks will be conducted. The trainees getting 75% marks will be graded as "Excellent". The three Trainees getting the highest marks will be awarded "Gold, Silver and Bronze medals respectively. The Trainees getting 60 to 74 % marks will be graded as "Very Good" and the trainees getting 40 to 59 % marks will be graded as "Good". The Trainees securing marks below 40% will be provided a Certificate of participation in the training.

#### **2. Advanced Translation Training Programme.**

The Rajbhasha Adhikaris/Hindi officers and the officials associated with implementational work of the Official Language working in Government offices /public sector undertakings/Banks etc. will be eligible to participate in this Training Programme. In Advanced Translation Training Programme, training will be provided by the expert Guest Faculty members. Director and Joint Director of CTB will also impart training in this programme.

#### **3. Refresher Translation Training Programme.**

The Hindi translators / Hindi assistants and the officials associated with implementational works of the official language (irrespective of their designations) who have already attended three months translation training / Induction translation training course conducted by CTB will be eligible to participate in this training programme. In this Training Programme, training will be provided by the expert guest faculty members. Director and Joint Director of CTB will also impart training in this programme.

#### **4. Short-term Translation Training Programme.**

This programme shall be organized on the demand of different offices /TOLICs in their offices and locations. The officials engaged in translation work or implementation of official language in various Offices and organizations will be eligible to participate in this training programme. Training will be imparted by two faculty members of CTB.

#### **5. Special Technical Translation Training Programme.**

This programme is meant for Scientists, technicians, Engineers and other subject experts. This training programme shall be organized by inviting the experts of the subjects and the Guest Lecturers. This Training programme is meant for the particular organization. In this programme, the services of serving or retired Officers will be taken for which honorarium will be provided to them. The Officers of CTB will coordinate these programmes.

**6. In addition to the above mentioned arrangements for the Translation Training programmes, the following arrangements will also be made:-**

- I. The minimum and maximum number of trainees for the above mentioned programme will be 20 and 25 respectively so that proper attention is paid to the trainees while interacting on the subjects and conducting practical classes.
- II. Training will be imparted according to the prescribed syllabus prepared specifically for each training programme.
- III. Course contents of all the training programmes will be Example-based and emphasis shall be on practice.
- IV. Promotion of Technique-based translation skills shall be the focus of these training programmes.



V. For development of Training skills of the Trainers of CTB, a five days Trainers' Training programme will be organized every year. This training shall be imparted through lectures by Guest Faculty.

7. These training programmes are essential for the officials/employees engaged in translation and implementation of Official Language in the Ministries, Deptts., Banks, Undertakings, Corporations and Autonomous Bodies.

8. It has been clarified in the Deptt. of Official Language, Ministry of Home Affairs O.M. No.1307/6/87 O.L.(c), dated 18-11-87 that the officials/employees associated with the work of translation and implementation of Official Language in various Ministries, departments, Offices, Banks, Companies, Autonomous Bodies, Public Sector Undertakings may be nominated for the said training programmes being conducted by Central Translation Bureau, irrespective of their designations.

9. These programmes are free of cost and shall be conducted in the Central Translation Bureau Headquarters, New Delhi and its training centers located at Mumbai, Bangalore and Kolkata.

10. Contact addresses.

1.	Northern Region	Director, Central Translation Bureau, 8 <sup>th</sup> Floor, B-Block, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003 Phone No. – 011-24362025, 24362151,24362988 fax No. 011-24362988, 24362151, 24362025 , 24361734 E-mail- <a href="mailto:Dirctb-dol@nic.in/jdctb-dol@nic.in">Dirctb-dol@nic.in/jdctb-dol@nic.in</a> / <a href="mailto:adtrainingctbdelhi@gmail.com">adtrainingctbdelhi@gmail.com</a>	Central Translation Bureau Hostel, Qr.No.876 to 890 Sector-7, Pushp Vihar, (Near Pushpa Bhawan), New Delhi-110017 Telephone No. 011-29562873
2.	Western Region	Assistant Director/ Centre Incharge, Central Translation Bureau, Translation Training Centre, Kendriya Sadan, 6 <sup>th</sup> Floor, C.B.D. Belapur, Navi Mumbai-400614 Phone No. – 022-27572726 Fax No. – 022-27566902 E-mail— <a href="mailto:admumctb-dol@nic.in">admumctb-dol@nic.in</a>	Hostel facility is not available .
3.	Southern Region	Joint Director/ Centre Incharge, Central Translation Bureau, Translation Training Centre, Kendriya sadan, 5 <sup>th</sup> Floor, D-Wing, Kormangala, Bangalore-560034 Phone / Fax No. –080-25531946 E-mail- <a href="mailto:jdctb.bangalore@gmail.com">jdctb.bangalore@gmail.com</a> <a href="mailto:adbangctb-dol@nic.in">adbangctb-dol@nic.in</a>	Hostel facility is not available .
4.	Eastern and North-East Region	Assistant Director/ Centre Incharge, Central Translation Bureau, Translation Training Centre, 18 <sup>th</sup> Floor, Nizam palace Complex, 234/4, A.J.C. Bose Road, Kolkata-700019 Phone No. – 033-22876799 Fax No. – 033-22876044 E-mail- <a href="mailto:adkolctb-dol@nic.in">adkolctb-dol@nic.in</a>	Hostel facility is not available .

For detailed information regarding the training programmes, Annual Calendar, eligibility, contents of training programmes etc, please visit the website of CTB / Deptt. of Official Language (<http://ctb.rajbhasha.gov.in>).

All the Ministries, Departments and offices of the Govt. of India are, therefore, requested to nominate the Officers/Employees of their offices as well as their subordinate offices, who are required to carry out the official work bilingually (Hindi and English, both languages) and to do translation work to the above mentioned Training Programmes as per the enclosed calendar. Please send the nomination form of the concerned officers/employees to CTB Headquarters, New Delhi and the Regional Offices located at Mumbai, Bangalore and Kolkata so that they could be called for training as per their turn.

Enclosure :- Nomination form .



(Dr. S. N. SINGH)

Director

Phone/Fax – 011 – 24362025

Copy for necessary action to :-

All Ministries/Departments/Offices/Public Sector Undertakings, Financial Institutions of the Govt. of India and Controller Accountant General / Accountant General.