

Ref: OFL/10/25

01.03.2025

**WORKSHOP ON OFFICIAL LANGUAGE (RAJBHASHA) AT GOA**

**N**ational **A**cademy of **H**uman **R**esource **D**evelopment (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 workshop on **Official Language (Rajbhasha)** is being organized by NAHRD from **05.10.2025 to 08.10.2025 at Goa.**

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

**Workshop Methodology**

Please note that in case of any new rule/ provision is notified or amended in existing provisions/ rules made by the competent authority, the same will also be covered in the present workshop.

## **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. 69,000/- plus GST @ 18% per participant

Twin Sharing– Rs. 60,000/- plus GST @ 18% per participant

Non Residential- Rs. 45,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non- residential participants covers the cost of lunch & study material.

**Venue:** Baywatch Resort Goa, Sernabatim Beach Road, Colva, Goa- 403708

**Check In-** 05.10.2025 (3:00 P.M.)

**Check Out-** 09.10.2025 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 06.10.2025 and will conclude at 5:30 P.M. on 08.10.2025. However, there will be an introductory session on 05.10.2025 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/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:

**Name of Beneficiary:** National Academy of Human Resource Development

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

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

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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.

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. Last date for accepting nominations is **20.09.2025**.

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