



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX

6/7, ए.टी.डी.स्ट्रीट, A.T.D. STREET, रेसकोर्सरोड, RACE COURSE ROAD:

कोयम्बतूर, COIMBATORE-18.

फा.सं. II/39/01/2015- हिन्दी/के.उ.शु.

दिनांक/Date: -07-2016

विषय- हिन्दी के प्रगामी प्रयोग संबंधित एक दिवसीय कार्यशाला 22-07-2016 को आयोजित में भाग लेने के लिए अधिकारियों का नामांकन- हेतु।

Sub: - Nomination of officers for One Day Workshop regarding the progressive use of Official Language on 22-07-2016 Reg.

निम्नलिखित अधिकारियों को हिन्दी शिक्षण योजना एवं राजभाषा के सुचारू कार्यान्वयन के लिए एक दिवसीय कार्यशाला के अंतर्गत नामांकित किया जाता है।

The following officers are nominated to participate in the one day workshop under the programme of Hindi Teaching Scheme and to ensure the implementation of Official Language.

Sl No.	Name/designation of the officer	Mother tongue	Present Hindi knowledge Studied at school/college/HTS
A	(I) RYMOND G. SUPERINTENDENT (II) SUBIR KUMAR INSPECTOR	TAMIL HINDI	SPOKEN COLLEGE
B	(III) A. MARUTHACHALAM, LDC (IV) MANVENDER SINGH DEVAL, TA	TAMIL HINDI	PRABODH SCHOOL 12 <sup>TH</sup>
C	(V) K. ANANDHI, SUPERINTENDENT (VI) AMIT SAHU, TA	TELUGU HINDI	HTS COLLEGE
D	(VII) SAMIR DEBROY, EA (VIII) KRISHNAN P. NAIR, TA	BENGALI MALYALAM	SPOKEN SCHOOL
E	NODAL OFFICERS DIVISIONS VIPIN YADAV, TA, CBE I-DIVN SHOBITH MITTAL, EA CBE II-DIVN VIJAY MANDAL, TA, CBE III-DIVN SUDESH KUMAR, EA, CBE IV-DIVN VIKAS, TA TIRUPPUR DIVN MANOJ, EA, POLLACHI DIVN	HINDI	COLLEGE

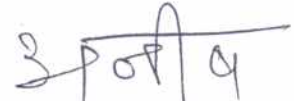
Details of the programme

Sl.no	Event	Time	details	Speaker/Teacher
1.	Welcome	10.00 to 10.15 am		
2.	Usage of Hindi with Computers	10.15 to 11.00 am	(i) Hindi Typing Short Session ; (ii) Unicode Activation on computers (iii) transliteration, translation, Hindi learning Tools,	Vikram soni ADOL HTS (TYPING and STENO)

			fonts, Internet	
3.	Usage of Technical terms in day to day work in files	11.00 am to 12.45 pm	Short session	-Vijendra Saini, Junior Translator CCO
4.	Break	12.45 pm to 2.00 pm	-	
5.	Awareness of Official Language Rules. Encouragement Schemes Individual roles for the OL implementation.	2.00 pm 2.30		Vijendra Saini, Junior Translator CCO
6.	How to fill the QPR correctly.	2.30 to 2.45	For nodal officers	Vijendra Saini, Junior Translator CCO
7.	TEST	2.45 to 3.30	50 questions of objective type about learning from workshop	-
8.	Tea Break	3.30 to 3.45	-	
9.	Musical Evening	3.45 to 5.00 pm	Singing/poetry	-

Please note that

1. Morning session will be conducted at Hindi Teaching Scheme Typing Centre at Ground Floor of Central Excise Hqrs. Office & Afternoon Session will be conducted at New Conference Hall Central Excise, CCO Office
2. The Events will be team events, each team will have two participants one from Hindi Speaking area and other from Non Hindi Speaking Area.
3. Top 3 participants in Each category Hindi Speaking as well as non Hindi speaking will be awarded with Diary and pen at Hindi Week celebrations 2016 valedictory function in September
4. All the nominated officers must attend the workshop and All AC/DC/Administrative officers are requested to encourage the participants.



(अनीष मुरलीधरन/ANISH MURALEEDHARAN)

उपायुक्त/Deputy Commissioner

प्रतिलिपि/Copy to

1. नामांकित अधिकारी एवं संबंधित अनुभाग/ Nominated Officers and Respective Sections
2. सभी अपर आयुक्त /उप आयुक्त /सहायक आयुक्त/ ALL ADDL. COMMISSIONERS/ALL DY. COMMISSIONERS/ ALL ASST. COMMISSIONERS, CENTRAL EXCISE HQRS.
3. सहायक आयुक्त/ उपायुक्त I/II/III/IV/तिरुपुर/पोल्लाची/कून्नूर मंडल कार्यालय । THE ASSISTANT /DEPUTY COMMISSIONER, COIMBATORE-I/II/III/IV TIRUPUR/POLLACHI /COONOR - DIVISION OFFICE.
4. अपील आयुक्त का कार्यालय COMMISSIONER (APPEALS-1) OFFICE
5. कंप्यूटर अनुभाग के अधीक्षक को विभागीय वेबसाइट पर प्रकाशित करने हेतु/ Superintendent of Computer Section for Publishing on Coimbatore Commissionerate's Website.
6. जन संपर्क अधिकारी मुख्यालय, कोयंबतूर/ PRO, Hqrs. CBE for the necessary arrangements. /नोटिस बोर्ड/ NOTICE BOARD.  
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