

GOVERNMENT OF INDIA  
गृह मंत्रालय, राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE  
केंद्रीय हिंदी प्रशिक्षण संस्थान  
CENTRAL HINDI TRAINING INSTITUTE

Dated: 01 October, 2015

To,

1. All Ministries /Depts /Attached & Subordinate Offices of Govt. of India.
2. Head of the Depts., All Public Institutions/Undertakings/Enterprises/Autonomous and Statutory Bodies/ Nationalized Banks etc.
3. All Officers of Rajbhasha Service.

Subject: **Short term Intensive Training Programme of Hindi Word Processing/Hindi Typing and Hindi Stenography to be conducted in year 2016 for the Officers/Employees of Ministries, Depts, Offices, Autonomous /Statutory Bodies, Corporations, Undertakings, Nationalized Banks etc.**

Sir/Madam,

Under the auspices of Central Hindi Training Institute Short Term Intensive Training Programmes of Hindi Word Processing/Hindi Typing/Hindi Stenography are being conducted in year 2016. Following are the main points of training of Hindi Word Processing/Hindi Typing and Hindi Stenography :-

**Hindi Stenography**

Name of Course	Duration of Training	Eligibility	Eligibility in Hindi
Hindi Stenography	According to Annexure I	Only those Officers/Employees will be admitted to the Hindi stenography training who have not undergone the said training so far. <b>Mandatory :</b> The course is mandatory for all English Stenographer, Personal Assistants, Private Secretaries. Volunteer Basis: This course is not mandatory for Lower Division Clerk/ Typists*	Those employees who have passed their matric examination with Hindi or any other equivalent examination such as Pragya of Hindi Teaching Scheme etc. are eligible for this training.

- Hindi Word Processing / Hindi typing knowing Lower Division Clerks/Typists can also be nominated on voluntary basis and will be given admission in classes subject to availability of seats on the condition that the concerned department/office certify that there is a possibility of utilizing the efficiency of Hindi Stenography of that employee. Those employees will not be given any incentive on qualifying the Hindi Stenography exam under Hindi Teaching Scheme.

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011/2-A, Prithvi Raj Road, New Delhi-110011 फ़ैक्स/Fax : 011-23018740

ईमेल/e-mail : dirchti-dol@nic.in/वेबसाइट/Website : <http://rajbhasha.nic.in/rajbhashachti.htm>

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### Hindi Word Processing/ Hindi Typing

Name of Course	Duration of Training	Eligibility	Eligibility in Hindi
Hindi Word Processing/ Hindi Typing	According to Annexure I	<p>Only those Officers/Employees will be admitted to the training of Hindi Word Processing/ Hindi Typing on computer who have not undergone the said training so far.</p> <p><b>Mandatory :</b> The course is mandatory for Lower Division Clerks/English Typists, Postal Assistants &amp; Office Assistants in the Department of Posts, Mail Sorter Assistants &amp; Office Assistants of RMS (Rail Mail Services), Telecom Assistants of the Department of Telecommunication, Tax Assistants in the Department of Income Tax and Custom &amp; Excise, Computer Operators/Data Entry Operators of Various Ministries/Departments/Offices.This includes those group 'C' employees who carry out similar type of work and whose designations and Pay Scales are different .</p> <p><b>Voluntary Basis :</b></p> <p>1. At present this course is not mandatory for Assistants, Upper Division Clerks (UDCs) , and Hindi Translators. Therefore, they can also be nominated to this course on Voluntary Basis and subject to availability of seats they can also be admitted.</p> <p>2. Such Officers of all categories, for whom Hindi Word Processing/Typewriting training is not obligatory but is useful, can also be nominated for this course and subject to availability of seats they can also be admitted, but at present they will not be entitled for all financial benefits/financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc.</p>	Those employees who have passed their middle (8th) examination with Hindi or any other equivalent examination such as Praveen etc. of Hindi Teaching Scheme etc. are eligible for this training.

- Training Programmes under Central Hindi Training Institute and Hindi Teaching Scheme are similar, but as these Training courses are Short Term Intensive, there classes are held regularly full time. **In these training courses candidates get training daily from 9.30 am to 6.00 pm.**

### Sub Institute

Training Programmes of Hindi Word Processing/ Hindi typing and Hindi stenography are also being organized in **Kolkata, Hyderabad , Bengaluru & Mumbai other than New Delhi. Detailed information about the courses are given in annexure I.**

### Basis of Admission

Admission in the course will be on 'first come first serve' basis.

### Financial Incentive

- On passing the Hindi Word Processing/ Hindi Typing and Hindi Stenography exam Central Government Employees after fulfilling the prescribed conditions shall be awarded Personal Pay equivalent to their one annual increment. Those Stenographers, whose mother tongue is not Hindi only after passing Hindi Stenography exam shall be awarded Personal Pay equivalent to their two increments.
- Gazetted stenographers shall be given Personal pay only after passing Hindi Stenography examination with 90% or more marks.
- On passing the Hindi Word Processing/ Hindi Typing and Hindi Stenography examination and after fulfilling the prescribed conditions Officers/Employees are given cash awards as per the following table, payment of which is made by the concerned office-

### **Hindi stenography**

1.	On securing 95% or more marks	₹ 2400/-
2.	On securing 92% or more marks but less than 95%	₹ 1600/-
3.	On securing 88% or more marks but less than 92%	₹ 800/-

### **Hindi Word Processing/ Hindi Typing**

1.	On securing 97% or more marks	₹ 2400/-
2.	On securing 95% or more marks but less than 97%	₹ 1600/-
3.	On securing 90% or more marks but less than 95%	₹ 800/-

### Examination Fee

- These training courses are free of cost, but an examination fee of ₹ 100/- (Rupees hundred only) per employee shall have to pay **by Corporations, Bodies/ Undertakings, and Nationalized Banks etc.** Examination fee will be paid by means of bank draft drawn in favor of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi.**

### Hostel

- Facility of Hostel for limited number of trainees is provided in Institute at New Delhi but no hostel facility is available in Sub-Institute outside New Delhi, so trainees will have to arrange for themselves for their own stay.

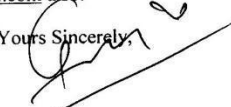
**Procedure of Enrollment**

- **Addresses of the Central Hindi Training Institute, New Delhi and Sub-Institute situated at Kolkata, Hyderabad, Bengaluru and Mumbai are given in annexure II.**
- **Requested that names of Officers/Employees of your office may be sent at the earliest to this office and Assistant Director In-charge (Typing/ Stenography) of Sub-Institute situated in your region directly. Please nominate only those Officers/Employees who can be relieved certainly from their office for admission in the Training courses.**
- **After admission no official shall be relieved in mid session in any circumstances. Please note that Officers/Officials are sent for training only after confirmation from Assistant director of the concerned office.**
- **For making correspondence in this regard please write full address of the office, phone numbers and e-mail address, so that there is convenience of contacting by this office.**

**Note-**

- Administrative heads of all the Ministries, Departments, Undertakings, Banks, Corporations etc. are requested to circulate this letter immediately to their attached and Subordinate Offices/Units/Branches.
- It is the duty of the Administrative head of the concerned office to ensure that maximum numbers of personnel are nominated for this training, nominated employees take admission certainly, present regularly in classes and appears in the examination compulsorily so that available government resources for are fully utilized for training and goal of training at stipulated time is achieved.
- Can get desired information regarding training via E-Mail [adhti@gmail.com](mailto:adhti@gmail.com) also.

Yours Sincerely,

  
(Dr. Jayprakash Kardam)  
Director

**Endorsement No.-19013/1/2015-CHTI**

Copy forwarded for information and for necessary action:

1. Senior Principal Private Secretary to Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
2. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
3. Director (Service), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4<sup>th</sup> floor, Jai Singh Road, New Delhi-110001.
4. Director (Technical ), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4<sup>th</sup> floor, Jai Singh Road, New Delhi-110001.
5. Director (Research ), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4<sup>th</sup> floor, Jai Singh Road, New Delhi-110001.
6. Director (Training) , Department of Official Language, Ministry of Home Affairs, NDCC Building, 4<sup>th</sup> floor, Jai Singh Road, New Delhi-110001.
7. Director, Central Translation Bureau, Paryavaran Bhawan, New Delhi.
8. Director, Central Hindi Training Institute, New Delhi.
9. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC Building, 4<sup>th</sup> floor, Jai Singh Road, New Delhi-110001.
10. Director (Rajbhasha), Railway Board, Ministry of Railway, Rail Bhawan, New Delhi.
11. Joint Director, Hindi Teaching scheme, New Delhi.
12. Deputy Director (Implementation), , Department of Official Language, New Delhi, Mumbai, Bengaluru, Kolkata, Bhopal, Cochin, Guwahati And Ghaziabad.
13. Deputy Director, Examination/ Central North/ Eastern/ North East/ South/ western Region, New Delhi/ Kolkata/Guwahati/Chennai and Mumbai.
14. Deputy Director (Typing/ Correspondence) , Central Hindi Training Institute, New Delhi.
15. Deputy Director (Typing/ Stenography), Hindi Teaching scheme, New Delhi.
16. Administrative Officer, Central Hindi Training Institute, New Delhi.
17. Assistant Director (Typing / Stenography) and Nodal Officer (Website update) Research and analysis unit, Central Hindi Training Institute, New Delhi with this direction that they will make it available on the portal of the Department of Official Language.
18. Assistant Director (Typing / Stenography) Central Hindi Training Up Sansthan, Kolkata/Bengaluru/Hyderabad And Mumbai.
19. All Officers in overall in- charge, Hindi Teaching scheme
20. Heads of all Town Language Implementation Committee.

  
**(Dr. Jayprakash Kardam)**  
**Director**

**Central Hindi Training Institute  
Department of Official Language  
Ministry of Home Affairs**

Details of Short Term Intensive Training Programme in Hindi Word Processing/Hindi Typing and Hindi Stenography to be conducted from 13.01.2016 to 20.12.2016 at Central Hindi Training Institute, New Delhi and Sub-Institute of the Institute located at Kolkata, Hyderabad, Bengaluru and Mumbai.

**Training Programme to be conducted at Central Hindi Training Institute, New Delhi**

**I-Hindi Word Processing/Hindi Typing**

Sl. No.	Training Programme	Duration of the Training	Dates of Training	Address of the Training Centre
1.	Hindi Word Processing/H.Typing	40 Working days	13.01.2016 to 09.03.2016	Central Hindi
2.	Hindi Word Processing/H.Typing	40 Working days	10.03.2016 to 10.05.2016	Training Institute,
3.	Hindi Word Processing/H.Typing	40 Working days	02.06.2016 to 28.07.2016	2-A, Prithviraj Road
4.	Hindi Word Processing/H.Typing	40 Working days	23.08.2016 to 21.10.2016	(Opp. J&K House)
5.	Hindi Word Processing/H.Typing	40 Working days	24.10.2016 to 20.12.2016	New Delhi-110011

**II-Hindi Stenography**

Sl. No.	Training Programme	Duration of the Training	Dates of Training	Address of the Training Centre
1.	Hindi Stenography	80 Working days	23.08.2016 to 20.12.2016	Central Hindi Training Institute, 2-A, Prithviraj Road (Opp. J&K House) New Delhi-110011

**Training Programme to be conducted at Sub Institute located at Kolkata, Hyderabad, Bengaluru and Mumbai**

**I-Hindi Word Processing/Hindi Typing**

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Word Processing/H.Typing	40 Working days	13.01.2016 to 09.03.2016
2.	Hindi Word Processing/H.Typing	40 Working days	10.03.2016 to 10.05.2016
3.	Hindi Word Processing/H.Typing	40 Working days	02.06.2016 to 28.07.2016

**II – Hindi Stenography**

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Stenography	80 Working days	23.08.2016 to 20.12.2016

## Annexure II

1. Assistant Director (Typing/Shorthand)  
Central Hindi Training Institute,  
Deptt. Of Official Language,  
Ministry of Home Affairs,  
2 A, Prithvi Raj Road,  
New Delhi-110 011  
Tel. 011-23793517  
Fax. 011-23018740  
E-mail adchti@gmail.com

### Addresses of Sub Institute

1. Assistant Director (Typing/Shorthand)  
Central Hindi Training Sub-Institute,  
Deptt. Of Official Language,  
Ministry of Home Affairs,  
Room No. 30, 3<sup>rd</sup> Floor,  
Council House Street,  
Kolkata-700 001  
Tel. 033-22304062
2. Assistant Director (Typing/Shorthand)  
Central Hindi Training Sub-Institute,  
Deptt. Of Official Language,  
Ministry of Home Affairs,  
Kendriya Sadan, 6<sup>th</sup> Floor,  
'C' Wing, Sector-10,  
C.B.D. Belapur, Navi Mumbai-400 614  
Tel. 022-27572705/27572706  
Fax. 022-27565417
3. Assistant Director (Typing/Shorthand)  
Central Hindi Training Sub-Institute,  
Deptt. Of Official Language,  
Ministry of Home Affairs,  
4th Floor, Room No.403,  
CGO Towers, Kawadiguda,  
Secunderabad-500 080  
Tel.040-24767755/27532299/27537211  
Fax. 040-27538866
4. Assistant Director (Typing/Shorthand)  
Central Hindi Training Sub-Institute,  
Deptt. Of Official Language,  
Ministry of Home Affairs,  
'B' Wing, 5th Floor,  
Kendriya Sadan, Kormangla,  
**Bengaluru-560 034**  
Tel. 080-25537087

