

No. 19013/1/2017-CHTI/252-336

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

Dated : 02, July 2021

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 Program of Hindi Word Processing/Hindi Typing and Hindi Stenography to be conducted in year 2020 for the Officers/Employees of Ministries, Departments, Offices, Autonomous/ Statutory Bodies, Corporations, Undertakings, Nationalized Banks etc.

Sir/Madam,

In continuation of this Institute's letter no. 19013/1/2017/K.H.P.S/369-1169 dated November 10, 2020, it is to inform that in place of Online Hindi Stenography Short Term Intensive Training Program to be held from 25.08.2021 to 21.12.2021 at training centers located at Central Hindi Training Institute New Delhi and Sub-Institutes Mumbai, Kolkata and Hyderabad, two programs of Online Hindi Word Processing/hindi Typing Short Term Intensive Training will be held from 25.08.2021 to 22.10.2021 and from 25.10.2021 to 21.12.2021.

Kindly send the nomination to the Assistant Director (Typing/Stenography) In-Charge of the respective centers as per the above revised schedule. The nomination method and rules for training will remain as per annual program/letter referred to.

Yours Sincerely,



(Dr. Barun Kumar)
Director

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, NDCC Building, New Delhi-110001.
2. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, NDCC Building, New Delhi-110001.
3. Director (Service), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
4. Director (Technical), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
5. Director (Research), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
6. Director (Training), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
7. Director, Central Translation Bureau, Antyoday 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, 4th 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, 2-A, Prithviraj Road, New Delhi.
15. Deputy Director (Typing/Stenography), Hindi Teaching scheme, R K Puram, 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 Sub-Institute, Kolkata/Bengaluru/ Hyderabad and Mumbai.
19. All Officers in overall in- charge, Hindi Teaching scheme
20. Heads of all Town Language Implementation Committee.


(Dr. Barun Kumar)
Director