

No. 19013/1/2018-2019/CHTI/369-1169

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 : 10 November, 2020

To

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

Subject: **Online Short term Intensive Training Programme of Hindi Word Processing/Hindi Typing and Hindi Stenography to be conducted in the year 2021 for the Officers/ Employees of Ministries, Departments, Offices, Autonomous/Statutory Bodies, Corporations, Undertakings, Nationalized Banks etc.**

Sir/Madam,

In view of the Covid-19 epidemic instructions given by department of official language their Letter No 140/12/2020 dated 23 July, 2020 under the auspices of Central Hindi Training Institute online Short Term Intensive Training Programmes of Hindi Word Processing/Hindi Typing/Hindi Stenography are to be conducted in the year 2021. 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	<p>Only those Officers/Employees will be admitted to the Hindi stenography training who have not undergone the said training so far.</p> <p>Obligatory :</p> <p>The course is obligatory for all English Stenographer, Personal Assistants, Private Secretaries.</p> <p>Volunteer Basis:</p> <p>This course is not mandatory for Lower Division Clerks/Junior Secretariat Assistants/Typists*</p>	<p>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.</p>

- * Hindi Word Processing/Hindi typing knowing Lower Division Clerks/Junior Secretariat Assistants/Typists can also be nominated on voluntary basis and will be given admission in the 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. These employees will not be entitled to any financial benefits on passing Hindi Stenography Examination under Hindi Teaching Scheme.

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 computers who have not undergone the said training so far.</p> <p>Obligatory : The course is obligatory for English Typists/Lower Division Clerks/Junior Secretariat Assistants, Postal Assistants & Office Assistants in the Department of Posts, Mail Sorting Assistants & Office Assistants of RMS (Rail Mail Services), Telecom Assistants of the Department of Telecommunication, Tax Assistants in the Department of Income Tax and Custom & 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>Voluntary Basis : 1. At present this course is not mandatory for Assistants/ Senior Secretariat Assistants, Upper Division Clerks, and Hindi Translators/Junior Translation Officers/ Senior Translation Officers. Therefore, they can also be nominated to this course on Voluntary Basis, but they would be admitted only subject to availability of seats.</p> <p>2. Such Officers of all categories, for whom Hindi Word Processing/ Typing 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 they will not be entitled for all financial benefits/financial incentives like Personal Pay, Cash Award & 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.

➤ Officers/staffs to be nominated for online training will get training from their office only. Daily classes of these training courses will be conducted online. All head of the offices are requested to allow their respective personnel to use the resources available in the office, such as desktop/laptop, webcam, headphone, internet etc. and give sufficient time for practice of Hindi Word Processing/Hindi Typing.

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 is given in annexure-I.**

Financial Incentive

- On getting online Hindi Word Processing/Hindi Typing and Hindi Stenography training and passing the examination 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 and Non-Gazetted stenographers will be entitled Personal Pay, only if they pass Hindi Stenography examination with 75% and 70% or more marks respectively.
- After obtaining Hindi Word Processing/Hindi Typing and Hindi Stenography training and passing the examination and after fulfilling the prescribed conditions Officers/Employees are given cash awards as per the following table. Personal Pay/Cash award will be paid by the concerned offices only:-

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 one hundred only) per employee is payable by Corporations/Bodies/Undertakings, and Nationalized Banks etc. Examination fee will be paid online as per process mentioned on Annexure-II in favour of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi.**

Procedure of Enrollment

- Kindly provide details of nominated officers/staffs on annexure-III for online training.
- Addresses of the Central Hindi Training Institute, New Delhi and Sub-Institute situated at Kolkata, Hyderabad, Bengaluru and Mumbai are given in annexure IV.
- It is 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.
- Admission will be given to the course on “**first come, first serve**” basis.
- Admission to classes of nominated officers/staffs for training will be confirmed through e-mail.

Note-

- Administrative heads of all the Ministries, Departments, Undertakings, Banks, and 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.
- Admitted officers/staffs will get online training on every working day and will also appear compulsorily in the examination.
- Other desired information related to can also be obtained by E-Mail tsgahan-ctti-dol@gov.in

Yours Sincerely,



**(SUMAN LAL)
Director In charge**

Endorsement No.-19013/1/2017-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, 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, Pandit Deendayal 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 (Hindi 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.


5.11.2020

(SUMAN LAL)
Director In charge

**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 12.01.2021 to 21.12.2021 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	12.01.2021 to 09.03.2021	Central Hindi Training Institute, 2-A, Prithviraj Road (Opp. J&K House) New Delhi-110011
2.	Hindi Word Processing/H.Typing	40 Working days	16.03.2021 to 13.05.2021	
3.	Hindi Word Processing/H.Typing	40 Working days	03.06.2021 to 29.07.2021	
4.	Hindi Word Processing/H.Typing	40 Working days	25.08.2021 to 22.10.2021	
5.	Hindi Word Processing/H.Typing	40 Working days	25.10.2021 to 21.12.2021	

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	25.08.2021 to 21.12.2021	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 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	12.01.2021 to 09.03.2021
2.	Hindi Word Processing/H.Typing	40 Working days	16.03.2021 to 13.05.2021
3.	Hindi Word Processing/H.Typing	40 Working days	03.06.2021 to 29.07.2021

II – Hindi Stenography

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Stenography	80 Working days	25.08.2021 to 21.12.2021

Training Programme to be conducted at Sub Institute located at Bengaluru
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	12.01.2021 to 09.03.2021
2.	Hindi Word Processing/H.Typing	40 Working days	16.03.2021 to 13.05.2021
3.	Hindi Word Processing/H.Typing	40 Working days	03.06.2021 to 29.07.2021
4.	Hindi Word Processing/H.Typing	40 Working days	25.08.2021 to 22.10.2021
5.	Hindi Word Processing/H.Typing	40 Working days	25.10.2021 to 21.12.2021

Addresses of Central Hindi Training Institute

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| 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 tsgahan-hti-dol@gov.in |
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Addresses of Sub Institute

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| 1. | Assistant Director (Typing/Shorthand)
Central Hindi Training Sub-Institute,
Deptt. Of Official Language,
Ministry of Home Affairs,
Room No. 30, 3 rd 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 th 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 |