



Citizen's/Client's Charter of
CENTRAL HINDI TRAINING INSTITUTE
Department of Official Language
Ministry of Home Affairs
Govt. of India
7th Floor, Pandit Deen Dayal Antyoday Bhawan
(Paryavaran Bhawan), C.G.O. Complex, Lodhi Road,
New Delhi-110003
<http://www.chti.rajbhasha.gov.in>

CENTRAL HINDI TRAINING INSTITUTE/HINDI TEACHING SCHEME

INCEPTION

- In compliance with the constitutional provisions, the task of teaching Hindi to those employees of central government, who do not possess the knowledge of Hindi, was initiated by the Ministry of Education in July, 1952.
- In pursuance of the action taken on the suggestions contained in the President's letter dated 12th June, 1955 addressed to the Minister of Home Affairs, it was decided that the work regarding teaching Hindi to the Central Government Employees be entrusted to the Ministry of Home Affairs. Accordingly, since 1955 Hindi classes under the Hindi Teaching Scheme are being conducted during office hours under the aegis of Ministry of Home Affairs.
- Since 1974, in addition to the employees of the Ministries of the Central Government and its attached and subordinate offices, training in Hindi, Hindi Typing and Hindi Stenography has also been made compulsory for the employees of the Corporations,

Bodies, Companies, Undertakings, Banks etc. owned or controlled by the Central Government.

- Central Hindi Training Institute was established in 1985 with the objective of imparting in-service intensive training of Hindi Language/ Hindi Typing / Hindi Word Processing & Hindi Stenography to the newly recruited officials immediately after they join Government service.

Vision

- To train all the personnel of the Central Government & the Undertakings, Corporations, Statutory Bodies and Nationalize Banks owned & controlled by the Central Government so that they can achieve proficiency in Hindi Language, Hindi Typing (Manual)/Hindi Word Processing (Computer) & Hindi Stenography and all the Official work can be done in Hindi, in compliance with the provisions of the Constitution.

Mission

1. To impart training of Hindi Language, Hindi Word Processing (Computer)/Hindi Typing (Manual) & Hindi Stenography by the year 2025 to those Central Government Employees and its Undertakings, Statutory Bodies, Corporations and Banks, who do not possess the working knowledge of Hindi.
2. To conduct 5 full day workshops for those officers/employees who hesitate to use Hindi in Official work.
3. To conduct 5 full day training programmes to impart knowledge about the latest techniques of teaching to the instructors of training institutes.
4. To arrange refresher training courses for Hindi Officers and Translators included in the Central Secretariat Official Language Service.
5. To organise refresher programmes for Deputy Directors, Assistant Directors, Hindi Pradhyapak and clerical staff of CHTI under the National Training Policy.
6. To acquaint senior officers, Deputy Secretaries and Directors etc. with O.L policy and statutory requirements etc.
7. To organize seminars of Chairmen of O.L. implementation committees who are of the status of Joint Secretary in various Ministries/Departments of Govt. of India.
8. To organise seminars of 2-3 days duration for the Chairman of T.O.L.I.Cs.
9. To organise training programmes on the various Hindi IT softwares developed by the Department of Official Language.

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7th Floor, Pandit Deen Dayal Antyoday Bhawan (Paryavaran Bhawan),

C.G.O. Complex, Lodhi Road,

New Delhi-110003

OUR COMMITMENTS

S.No.	Our Services & particulars of work	How do we assess our work performance in this field?	Our Service Standards
1	Policy matters relating to Training of Hindi Language (PRABODH/PRAVEEN/PRAGYA/PARANGAT)	(i) If the matter is w.r.t. established policy. (ii) If consultation is required from the Ministry, then (iii) If the matter is related to Regional Office, then	15 days 30 days 30 days
2	Policy matters relating to HINDI WORD PROCESSING/ HINDI TYPING & HINDI STENOGRAPHY training	(i) If the matter is w.r.t. established policy. (ii) If consultation is required from the Ministry, then (iii) If the matter is related to Regional Office, then	15 days 30 days 30 days
3	(i) Matters relating to Administration & Budget. (ii) Matters related to Complaint against staff (iii) Complaints of goods and services suppliers	Average time from the date of receipt of letter for sending clarification. Information is available in CHTI If the matter is related to the Regional Offices.	15 days 15 days 30 days
4	(i) Matters relating to Computer Training Programme (ii) Matters relating to updation of CHTI related information on website. (iii) intrachti matters	Average time from the date of receipt of letter for sending clarification.	15 days

Citizen's/Client's Charter					
S. No.	Services	Service/ Performance Standards	Contact details of responsible Officer	Process	Documents required
1.	(i) Matters relating to administration (ii) Complaints relating to employees (iii) Complaints of suppliers of goods and services	15 days, if related to regional offices then 30 days	Shri Narendra Kumar Prasad, Dy. Director (Hindi Typing& Hindi Stenography) & Head of Office Fax/PH. 011-24368158 E-mail – admoffrcti-dol@nic.in	To examine the request received in terms of the relevant provisions by consulting the authorities as required. The request made for clarification/suggestion shall be considered under the existing provisions.	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.
2.	(i) Matters relating to Accounts	15 days, if related to regional offices then 30 days	Shri Santosh Kumar, Assistant Director (Language/Account) PH. 011-24364120 E-mail – chti1228@nic.in	To examine the request received in terms of the relevant provisions by consulting the authorities as required. The request made for clarification/suggestion shall be considered under the existing provisions.	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.
3.	Hindi Language (PRABODH/PRAVEEN/PRAGYA/PARANGAT) (Long term Training)	5 months January to May and July to November every year	As per circular, concerned Hindi Pradhyapak/Assistant Director posted at the Training Centre and Regional Joint Director /Deputy Director, HTS (North-Central/East/South/ West/North-East) as applicable. Note: Please refer to the list given in the last page for the jurisdiction, address, telephone no. etc. of the Regional Joint Director (Language)/Deputy	These are regular training programmes for which circulars are issued in due course. Ministries/Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training, exam. is conducted. The result is made available on the DOL website	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.

			Director, HTS.	and also sent by post and certificates are also given. <u>Examination Fee</u> No fee is payable by Central Government Employees and Rs.100/- per exam is payable by the employees of Banks/ Undertakings/Corporations/Bodies etc. under the control of Central Government.	
4.	Hindi Language Short-term intensive training	Prabodh-25 full working days. Praveen-20 full working days. Pragya-15 full working days.	As per circular, concerned Assistant Director (Language) posted at the Training Centre and Regional Joint Director /Deputy Director, HTS (North-central/ East/South/West/ North-East) as applicable. Note: Please refer to the list given in the last page for the jurisdiction, address, telephone no. etc. of the Regional Joint Director (Language)/Deputy Director, HTS	These are regular training programmes for which circulars are issued in due course. Ministries/Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training, exam. is conducted. The result is made available on the DOL website and also sent by post and certificates are also given. <u>Examination Fee</u> No fee is payable by Central Government Employees and Rs.100/- per exam is payable by the employees of Banks/	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents

				Undertakings/Corporations/Bodies etc. under the control of Central Government.	
5.	Hindi Word Processing/Hindi Typing (Long – term Training)	6 months (01 hr daily) Two sessions in a year. February-July and August-January	<p>As per circular, concerned Assistant Director (Typing/Stenography) posted at the Training Centre and Joint Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography) Or Regional Joint Director /Deputy Director, HTS (North-Central/ East/ South/West/ North-East) as applicable.</p> <p>Note: Please refer to the list given in the last page for the jurisdiction, address, telephone no. etc. of the Joint Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography) Or Regional Joint Director (Language)/Deputy Director, HTS.</p>	<p>These are regular training programmes for which circulars are issued in due course. Ministries/Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training examination is conducted. The result is made available on the DOL website and also sent by post and certificates are also given.</p> <p><u>Examination Fee</u></p> <p>No fee is payable by Central Government Employee and Rs.100/- per exam is payable by the employees of Banks/ Undertakings/Corporations/Bodies etc. under the control of Central Government.</p>	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.
6.	Hindi Word Processing/Hindi Typing (Short– term Intensive training)	<p>Duration- 40 full working days</p> <p>Session: Five in a year</p>	As per circular, concerned Assistant Director (Typing/Stenography) posted at the Training Centre And Deputy Director (Typing/Stenography)/Regional	These are regular training programmes for which circulars are issued in due course. Ministries/Departments/Offices may send nominations of their employees by a letter or E-mail	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may

			<p>Deputy Director (Typing/Stenography) as applicable.</p> <p>Note: Please refer to the list given in the last page for the jurisdiction, address, telephone no. etc. of the Deputy Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography).</p>	<p>to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training examination is conducted. The result is made available on the DOL website and also sent by post and certificates are also given.</p> <p><u>Examination Fee</u></p> <p>No fee is payable by Central Government Employee and Rs.100/- per exam is payable by the employees of Banks/ Undertakings/Corporations/Bodies etc. under the control of Central Government.</p>	<p>be made with copies of all relevant documents.</p>
7.	Hindi Stenography (Long-term Training)	<p>Duration: 1 year (One hour daily)</p> <p>Session: February-January</p>	<p>As per circular, concerned Assistant Director (Typing/Stenography) posted at the Training Centre And Joint Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography) Or Regional Joint Director /Deputy Director, HTS (North-Central/ East/ South/West/ North-East) as applicable.</p> <p>Note: Please refer to the list given in the last page for the</p>	<p>These are regular training programmes for which circulars are issued in due course. Ministries/Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training examination is conducted. The result is made available on the DOL website and also sent by post and</p>	<p>The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.</p>

			jurisdiction, address, telephone no. etc. of the Joint Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography) Or Regional Joint Director (Language)/Deputy Director, HTS.	certificates are also given. <u>Examination Fee</u> No fee is payable by Central Government Employee and Rs.100/- per exam is payable by the employees of Banks/Undertakings/Corporations/Bodies etc. under the control of Central Government.	
8.	Hindi Stenography (Short - term Intensive Training)	80 full working days Session: Two in a year	As per circular, concerned Assistant Director (Typing/Stenography) posted at the Training Centre and Deputy Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography) as applicable. Note: Please refer to the list given in the last page for the jurisdiction, address, telephone no. etc. of the Deputy Director (Typing/Stenography)/Regional Deputy Director (Typing/Stenography).	These are regular training programmes for which circulars are issued in due course. Ministries/Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training examination is conducted. The result is made available on the DOL website and also sent by post and certificates are also given. <u>Examination Fee</u> No fee is payable by Central Government Employee and Rs.100/- per exam is payable by the employees of Banks/Undertakings/Corporations/Bodies etc. under the control of Central Government.	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.

9.	Hindi Language (Prabodh/Pravin/Pragya) Correspondence course	1 year July to May	Assistant Director (Language) Central Hindi Training Institute 2-A Prithviraj Road New Delhi- 110011 Ph. 01123017203 e-mail- dd-ws-ctti-dol@gov.in	These are regular training programmes for which circulars are issued in due course. Ministries /Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees within the prescribed period and at the end of the training examination is conducted. The result is made available on the DOL website and also sent by post and certificates are also given. <u>Examination Fee</u> No fee is payable by Central Government Employee and Rs.100/- per exam is payable by the employees of Banks/ Undertakings /Corporations/Bodies etc. under the control of Central Government.	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.
10.	Hindi Word Processing/Hindi Typing correspondence course	06 Months Session: Two in a year February – July and August - January	Ms. Poonam Oswal, Joint Director (Typing/Stenography) and Hindi Word Processing/Hindi Typing Correspondence) Central Hindi Training Institute 2-A Prithviraj Road, New Delhi- 110011 Ph. 01123018196	These are regular training programmes for which circulars are issued in due course. Ministries /Departments/Offices may send nominations of their employees by a letter or E-mail to Training Centres/Training Programmes based in their regions. Training is imparted to these employees	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant

			E-mail- ddtc-ctti-dol@nic.in	<p>within the prescribed period and at the end of the training, examination is conducted. The result is made available on the DOL website and also sent by post and certificates are also given.</p> <p><u>Examination Fee</u></p> <p>No fee is payable by Central Government Employee and Rs.100/- per exam is payable by the employees of Banks/ Undertakings /Corporations/ Bodies etc. under the control of Central Government.</p>	documents.
11.	<p>(i) Hindi Language (PRABODH/PRAVEEN/PRA GYA/PARANGAT) and Hindi Word Processing/ Hindi Typing & Hindi stenography examination.</p> <p>(ii) Examination Result</p> <p>(iii) Matters relating to examination</p>	<p>At the end of each training programme.</p> <p>45 days after examination</p> <p>15 days</p>	<p>Sh. Pratibha Mallik, Dy. Director Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, Level-6, East Block-7, Sector-1, R.K. Puram, New Delhi -110066 PH. 01126175176 ddhts-exam-dol@nic.in</p>	<p>To examine the request received in terms of the relevant provisions by consulting the authorities as required. The request made for clarification/ suggestion shall be considered under the existing provisions.</p>	<p>The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.</p>
12.	Matters relating to Training	15 days	<p>Assistant Director in-charge (language)/ Assistant Director in –charge (Typing/Stenography)/ Hindi Pradhyapak of the concerned training centres and Joint Director (Typing/Stenography)/Regional Deputy Director</p>	<p>To examine the request received in terms of the relevant provisions by consulting the authorities as required. The request made for clarification/suggestion shall be considered under the existing provisions.</p>	<p>The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with</p>

			(Typing/Stenography) Or Regional Joint Director/Deputy Director (North-Central/ East/ South/West/ North-East) as applicable. (region- wise in the list given at the last page)		copies of all relevant documents.
13.	(ii) Policy matters relating to language training (iii) Matters relating to setting of annual target	15 days, if consultation of the Ministry is required in the matter then 30 days 15 days	Sh. Naresh Mahicha Assistant Director (Language)/(Headquarter) PH. 011-24366794 E-mail – adhqchti-dol@nic.in chti1294-dol@nic.in	To examine the request received in terms of the relevant provisions by consulting the authorities as required. The request made for clarification/suggestion shall be considered under the existing provisions.	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.
14.	(i) Policy matters relating to Hindi Word Processing/ Hindi Typing and Hindi Stenography Training. (ii) Matters relating to Computer Training. (iii) Updating of the information relating to the Central Hindi Training Institute on the website (iv) Matters regarding intrachti.	15 days, if consultation of the Ministry is required in the matter then 30 days. 15 days 15 days	Ms. Poonam Oswal, Joint Director (Typing/Stenography) Central Hindi Training Institute PH. 011-24364120 E-mail-- jdchti-ts-dol@gov.in	To examine the request received in terms of the relevant provisions by consulting the authorities as required. The request made for clarification/suggestion shall be considered under the existing provisions.	The request can be made on a plain paper giving specific details on which clarification is sought and suggestions, if any, may be made with copies of all relevant documents.

Redressal of grievances

In case of non-compliance with the service standards, the service recipients/stakeholders can contact the following officers for Redressal of their grievances: -

Name and Addresses of Officers of Central Hindi Training Institute and Hindi Teaching Scheme's Offices

CENTRAL HINDI TRAINING INSTITUTE

Department of Official Language, Ministry of Home Affairs,

7th Floor, Pandit Deen Dayal Antyoday Bhawan (Paryavaran Bhawan),
C.G.O. Complex, Lodhi Road, New Delhi-110003

Sl No	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1.	Lt. Col Ramnaresh Sharma Director	011-24361852 Fax - 011-24361852	8076708767	dirchti-dol@nic.in
2.	Smt. Poonam Oswal Jt. Director (Hindi Typing & Hindi Stenography)	011-24364120	8743969027 8595231565	jdchti-ts-dol@gov.in chti1037@nic.in
3.	Sh. Narender Kumar Prasad Dy. Director (Hindi Typing & Hindi Stenography) & Head of Office	011-24368158	9910710827	admooffrchti-dol@nic.in
4.	Sh. Bibhuti Sharan Sinha, Assistant Director (Hindi Typing & Hindi Stenography) Research and Analysis Wing	011-24366821 011-24364119	9910213246	adratschti-dol@nic.in (Nodal)
5.	Sh. Santosh Kumar Assistant Director (Lang/Accounts)	011-24364120	9433108797	chti1228@nic.in
6.	Sh. Naresh Mahicha Assistant Director (Lang/Headquarter)	011-24364119	9545480201	adhqchti-dol@nic.in Chti1294-dol@nic.in
7.	Sh. Rajkumar Assistant Director (Lang/Workshop)	011-23793521	9582854331	dd-ws-chti-dol@nic.in

HINDI TEACHING SCHEME (CENTRAL-NORTH)
Department of Official Language, Ministry of Home Affairs,
Level-6, East Block-7, Sector-1,R.K. Puram, New Delhi-110003

Sl No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Smt. Anita Raikwar Dy. Director (Hindi Typing & Hindi Stenography)	011-26173775	7416551976	ddts-hts-nc-dol@nic.in
2	Dr. P. V. Radhika, Assistant Director (Lang) & HOO	011-26175246 Fax -011-26191572	9444622262	ddhts-nc-dol@nic.in chti1185@nic.in

HINDI TEACHING SCHEME (WEST)
Department of Official Language, Ministry of Home Affairs,
Kendriya Sadan, C-Wing, 6th Floor, Sec-10, C.B.D., Belapur, Navi Mumbai-400614

Sl No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Dr. Gargi Gadgil, Assistant Director (Lang) & HOO	022-27565416 Fax -022-27565417	9969250917	ddhts-west-dol@nic.in

HINDI TEACHING SCHEME (EAST)
Department of Official Language, Ministry of Home Affairs,
234/4, Nijam Palace Complex,
18th floor, Acharya Jagdish Chandra Bose Road, Kolkata-700020

Sl No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Sh. Jitendra Prasad, Deputy Director (Hindi Typing & Hindi Stenography)	033-22874053	8910037609	chti1047@nic.in
2	Sh. Janendra Pratap Singh, Assistant Director (Lang) & HOO	033-22870793 Fax - 033-22874053	7003190532	ddhts-east-dol@nic.in

HINDI TEACHING SCHEME (SOUTH)

**Department of Official Language, Ministry of Home Affairs,
E-Wing, C-Block, Besant Nagar, Chennai-600090**

Sl No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Sh. M. P. Damodaran, Deputy Director	044-24919096 फैक्स -044- 24915466	9448721076	ddhts-south-dol@nic.in

HINDI TEACHING SCHEME (WEST)

**Hindi Teaching Scheme/Central Hindi Training Sub Institute
Department of Official Language, Ministry of Home Affairs,
4th Floor, C. G. O. Towers, Kavardi Gudda, Sikanderabad-500080**

Sl No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Smt. Bella, Deputy Director	040-27532299	9849712780	Chti1157@nic.in

HINDI TEACHING SCHEME (NORTH-EAST)

**Department of Official Language, Ministry of Home Affairs,
N.F. Railway Hqs. Complex, Maligaon, Guwahati-781011**

Sl. No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Sh. Nipan Kumar Bordolai Assistant Director (Lang) & HOO	0361-2675661 फैक्स -0361- 2676879	9435734260	ddhts-ne-dol@nic.in

HINDI TEACHING SCHEME (EXAM.)

**Department of Official Language, Ministry of Home Affairs,
Level-6, East Block-7, Sector-1, R.K. Puram, New Delhi-110066**

Sl No.	Name and Designation	Telephone/ Fax No.	Telephone/Mobile Residence	Email-id
1	Smt. Pratibha Malik Deputy Director	011-26175176 Fax - 011-26162093	9444450985	ddhts-exam-dol@nic.in chti1148@nic.in

Citizen's /Client's Charter

Service Standards

Taking the grievances up to the highest level.

In case the grievance is not redressed finally, the same can be taken up at the highest level with the following authority: -

Director
Central Hindi Training Institute
Department of Official Language
Ministry of Home Affairs, Govt. Of India
7th Floor, Pt. Deen Dayal Antyoday Bhawan (Paryavaran Bhavan),
C.G.O. Complex
New Delhi -110003
PH. 011-24361852
Fax- 011-24361852
Email: dircht-dol@nic.in

Indicative expectations from Service Seekers/ Stakeholders:

- Request for clarifications/suggestions are to be submitted in the manner mentioned herein.
- Complaints may be submitted with detailed, verifiable facts along with all the relevant documents and documentary evidence, if any.
- Service Seekers/ Stakeholders should give their complete address, contact nos., Email address and Fax nos.
- Grievances in respect of services included in the Citizen's/Client's Charter can also be lodged online at <http://pgportal.gov.in> portal of Central Public Grievance Redressal and Monitoring System (CPGRAMS) of Department of Administrative Reforms and Public Grievances.
- Month and Year for the next review of the Charter is - July, 2022.