

No. 19013/1/2021/CHTI/450-1249

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: 03-December, 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: **Online Short term Intensive Training Program of Hindi Word Processing/Hindi Typing and Hindi Stenography to be conducted in the year 2022 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, Under the auspices of Central Hindi Training Institute **online Short Term Intensive Training Programs of Hindi Word Processing/Hindi Typing/Hindi Stenography** are to be conducted in year 2022. 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.

2-ए. पृथ्वीराज रोड, नई दिल्ली/2-A, Prithivi Raj Road, New Delhi-110011 टैलीफैक्स/Telefax 011-23793517/23018740

ईमेल/e-mail : tsgahan-ctti-dol@gov.in/वेबसाइट/Website : <http://ctti.rajbhasha.gov.in>

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>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 at present 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.

Special Remark

The officers/employees to be nominated for online training will receive training from their own office. Online classes will be conducted daily for these training courses. All Heads of Offices are requested to allow sufficient time to their respective personnel to use the resources available in the office such as Desktop/Laptop, Webcam, Headphone, Internet etc. and to practice Hindi word processing/Hindi Typing. give. It is worth mentioning that as soon as permission of Govt. Of India will be received to conduct the physical training, all the trainees will have to present physically at the respective training centers for training. It is the responsibility of administrative Head of the concerned office to ensure the regular presence of the trainees in the class.

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.**

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 and Non-Gazetted stenographers shall be getting 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 shall have to payable **for 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.**

Procedure of Enrollment

- **Kindly provide details of nominated officers/staffs on annexure-III For online submission.**
- **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.
- While corresponding with this office please give us complete address of your offices, Telephone no. and Emails, so that easily contact can be done.

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.
- 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,


(DR. Barun Kumar)
Director

Endorsement No.-19013/1/2021-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, Antyoday Bhawan, New Delhi.
8. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
9. Director (Rajbhasha), Railway Board, Ministry of Railway, Rail Bhawan, New Delhi.
10. Joint Director (Language), Central Hindi Training Institute, New Delhi.
11. Deputy Director (Implementation), , Department of Official Language, New Delhi, Mumbai, Bengaluru, Kolkata, Bhopal, Cochin, Guwahati And Ghaziabad.
12. Deputy Director, Examination/Central North/ Eastern/North East/South/Western Region, New Delhi/ Kolkata/Guwahati/Chennai and Mumbai.
13. Deputy Director (Typing Correspondence), Central Hindi Training Institute, 2-A, Prithviraj Road, New Delhi.
14. Deputy Director (Typing/Stenography), Hindi Teaching scheme, R K Puram, New Delhi.
15. Administrative Officer, Central Hindi Training Institute, New Delhi.
16. 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 upload on the website of Central Hindi Training Institute.
17. Assistant Director (Typing/Stenography) Central Hindi Training Sub-Institute, Kolkata/Bengaluru/ Hyderabad and Mumbai.
18. All Officers in overall in- charge, Hindi Teaching scheme
19. Heads of all Town Language Implementation Committee.


(DR. Barun Kumar)
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 13.01.2022 to 14.12.2022 at Central Hindi Training Institute, New Delhi and Sub-Institute of the 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	13.01.2022 to 11.03.2022
2.	Hindi Word Processing/H.Typing	40 Working days	14.03.2022 to 12.05.2022
3.	Hindi Word Processing/H.Typing	40 Working days	06.06.2022 to 29.07.2022

II-Hindi Stenography

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Stenography	80 Working days	22.08.2022 to 14.12.2022

Special Remarks

In case Hindi Stenography Intensive Training Classes are not constituted at any training center, then in place of Hindi Word Processing / Hindi Typing Intensive Training classes for the following two sessions will be constituted and conducted:-

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Word Processing/H.Typing	40 Working days	22.08.2022 to 17.10.2022
2.	Hindi Word Processing/H.Typing	40 Working days	18.10.2022 to 14.12.2022

Annexure II

Central Hindi Training Institute, New Delhi

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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.&Fax 011-23793517
मो. 7416551976
E-mail tsgahan-cthi-dol@gov.in |
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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 rd Floor,
Council House Street,
Kolkata-700 001 | Tel. 033-22304062
E-mail-dhirajlaladtsg@gmail.com
E-mail- cthi1067@nic.in |
| 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
मो. 9540865812
ईमेल-cthi1070-dol@nic.in |
| 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
मो. 7907638288, 7736365909
ईमेल-kumarsantoshnfc0788@gmail.com
E-mail- cthi1068@nic.in |
| 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
मो. 8310869315
ईमेल-cthi1064@nic.in |