

No. 19013/1/2025/CHTI/967-1667
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 : 13 October, 2025

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 Offline (Physical) Training Program of Hindi Word Processing/Hindi Typing and Hindi Stenography to be conducted in the year 2025 for the Officers/Employees of Ministries, Departments, Offices, Autonomous/ Statutory Bodies, Corporations, Undertakings, Nationalized Banks etc.**

Sir/Madam,

Under the auspices of Central Hindi Training Institute Short Term Intensive offline (Physical) Training Programs of Hindi Word Processing/Hindi Typing and Hindi Stenography are to be conducted in year 2026. 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>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. 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 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 (Non Gazetted). Therefore, they can also be nominated to this course on Voluntary Basis, but they would be admitted only subject to availability of seats. These employees will be entitled for all financial benefits/financial incentives like Personal Pay, Cash Award and Lumpsum award etc.</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.

➤ 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.

➤ It is worth mentioning that the "Basic Training Programme for working in Hindi on Computer" organized by the Department of Official Language is not a substitute for this Hindi word processing/Hindi typing training. Therefore, no exemption from Hindi word processing/Hindi typing will be given to such employees, who have received the above "Basic Computer Training."

Sub Institute

Training Programmes of Hindi Word Processing/Hindi Typing and Hindi Stenography are also being organized at **Kolkata, Secunderabad, 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.
- **Personal pay equal to the amount of one increment for a period of 12 months shall be granted to both non-Gazetted and Gazetted Stenographers of Central Government after fulfilling the prescribed conditions on passing the Hindi Stenography exam conducted by Hindi Teaching Scheme with 50% marks vide Department of Official Language OM No. 21034/08/2017-OL(Training) dated 01.10.2025.**
- 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	₹ 6000/-
2.	On securing 92% or more marks but less than 95%	₹ 4000/-
3.	On securing 88% or more marks but less than 92%	₹ 2000/-

Hindi Word Processing/ Hindi Typing

1.	On securing 97% or more marks	₹ 6000/-
2.	On securing 95% or more marks but less than 97%	₹ 4000/-
3.	On securing 90% or more marks but less than 95%	₹ 2000/-

Examination Fee

- These training courses are free of cost, but an examination fee of ₹ 100/- (Rupees one hundred only) per employee shall have to be payable for Corporations, Bodies/ Undertakings, and Nationalized Banks etc. Examination fee will be paid online as per the method mentioned at Annexure-III to "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.

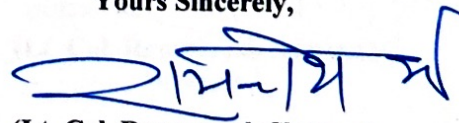
Enrollment Procedure

- **Addresses of the Central Hindi Training Institute, New Delhi and Sub-Institute situated at Kolkata, Secunderabad, Bengaluru and Mumbai are given in annexure II.**
- It is requested that names of Officers/Employees of your office may be sent at the earliest to this office and Assistant Director Incharge (Hindi Typing & Hindi 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 are fully utilized for training and goal of training at stipulated time is achieved.
- This training program is an ambitious and important training program of the Ministry of Home Affairs, Government of India. Once admitted, any requested for withdrawal from the training/leaving the training shall not be accepted.
- Can get desired information regarding training via E-Mail tsgahan-ctti-dol@gov.in also.

Yours Sincerely,



(Lt. Col. Ramnaresh Sharma)
Director

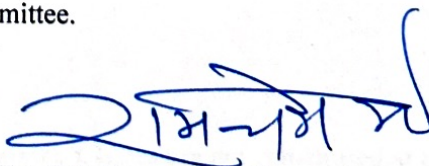
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Endorsement No.-19013/1/2025-CHTI/467-1667

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. Deputy Director (Implementation), , Department of Official Language, New Delhi, Mumbai, Bengaluru, Kolkata, Bhopal, Cochin, Guwahati And Ghaziabad.
11. Deputy Director, Examination/Central North/ Eastern/North East/South/Western Region, New Delhi/ Kolkata/Guwahati/Chennai and Mumbai.
12. Deputy Director (Typing Correspondence), Central Hindi Training Institute, 2-A, Prithviraj Road, New Delhi.
13. Deputy Director(Hindi Typing & Hindi Stenography), Hindi Teaching scheme, Central/East-North East/South-West, New Delhi/Kolkata/Navi Mumbai.
14. Administrative Officer, Central Hindi Training Institute, New Delhi.
15. Assistant Director (Hindi Typing & Hindi 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 portal of the Department of Official Language website.
16. Assistant Director (Hindi Typing & Hindi Stenography) Central Hindi Training Sub-Institute, Kolkata/ Bengaluru/ Secunderabad and Mumbai.
17. All Officers in overall in- charge, Hindi Teaching scheme
18. Heads of all Town Language Implementation Committee.


(Lt. Col. Ramnaresh Sharma)
Director

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**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 12.01.2026 to 04.12.2026 at Central Hindi Training Institute, New Delhi and Sub-Institute of the Institute located at Kolkata, Secunderabad, Bengaluru and Mumbai.

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	12.01.2026 to 10.03.2026	Central Hindi Training Institute, 2-A, Prithviraj Road (Opp. J&K House) New Delhi-110011
2.	Hindi Word Processing/H.Typing	40 Working days	23.03.2026 to 21.05.2026	
3.	Hindi Word Processing/H.Typing	40 Working days	01.06.2026 to 27.07.2026	
4.	Hindi Word Processing/H.Typing	40 Working days	10.08.2026 to 07.10.2026	
5.	Hindi Word Processing/H.Typing	40 Working days	08.10.2026 to 04.12.2026	

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	10.08.2026 to 04.12.2026	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, Secunderabad, Mumbai and Bengaluru

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	12.01.2026 to 10.03.2026
2.	Hindi Word Processing/H.Typing	40 Working days	23.03.2026 to 21.05.2026
3.	Hindi Word Processing/H.Typing	40 Working days	01.06.2026 to 27.07.2026

II – Hindi Stenography

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Stenography	80 Working days	10.08.2026 to 04.12.2026

Special Remarks

If for any reason, Hindi Stenography Intensive Training Classes are not constituted at any training center, then instead of Hindi Word Processing/Hindi Typing Intensive Training classes for the following two sessions will be constitute and conducted:-

Sl. No.	Training Programme	Duration of the Training	Dates of Training
1.	Hindi Word Processing/H.Typing	40 Working days	10.08.2026 to 07.10.2026
2..	Hindi Word Processing/H.Typing	40 Working days	08.10.2026 to 04.12.2026

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Annexure II

1. Assistant Director(Hindi Typing & Hindi Stenography)
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
M. 7023666132/9461009222
E-mail tsgahan-cthi-dol@gov.in

Addresses of Sub Institute

1. Assistant Director (Hindi Typing & Hindi Stenography)
Central Hindi Training Sub-Institute,
Deptt. Of Official Language,
Ministry of Home Affairs,
Room No. 423, 3rd Floor,
01, Council House Street,
Kolkata-700 001
Tel. 033-22304062,
M 7002900757
E-mail-dhirajlaladhtsg@gmail.com
E-mail- chti1067@nic.in
2. Assistant Director (Hindi Typing & Hindi Stenography)
Central Hindi Training Sub-Institute,
Deptt. Of Official Language,
Ministry of Home Affairs,
Kendriya Sadan, 6th Floor,
'C' Wing, Sector-10,
C.B.D. Belapur, Navi Mumbai-400 614
Tel. 022-27572705/27572706
Fax. 022-27565417
M. 9540865812
E-mail- chti1070-dol@nic.in
3. Assistant Director (Hindi Typing & Hindi Stenography)
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
M. 7907638288, 7736365909
E-mail- kumarsantoshnfc0788@gmail.com
E-mail- chti1068@nic.in
4. Assistant Director (Hindi Typing & Hindi Stenography)
Central Hindi Training Sub-Institute,
Deptt. Of Official Language,
Ministry of Home Affairs,
'B' Wing, 5th Floor,
Kendriya Sadan, Kormangla,
Bengaluru-560 034
Tel. 080-25537089
M 8310869315
E-mail- -cthi1064@nic.in