

No. 12013/1/2003-OL(Trg.)/2623
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Department of Official Language/Rajbhasha Vibhag

Lok Nayak Bhavan, Khan Market,
New Delhi, dated 15th July, 2003

Office Memorandum

Subject: Allowing trainees to retain text books of Hindi Typewriting/Stenography and other training material issued to them during the training of Hindi Typewriting/ Stenography under the Central Hindi Training Institute/Hindi Teaching Scheme.

At present, the text books of Hindi Typewriting/Stenography and other training material issued to the officials who undergo training in Hindi Typewriting/Stenography under the Central Hindi Training Institute/Hindi Teaching Scheme is taken back from them after conclusion of the training. Requests have been received from several trainees that they may be allowed to retain text books of Hindi Typewriting/Stenography and other training material issued to them during the training so that they could use it for effective practice in their office work even after conclusion of the training. The matter has been examined and it has been decided that the text books of Hindi Typewriting/ Stenography and other training material issued to the officials who undergo training in Hindi Typewriting/Stenography under Central Hindi Training Institute/Hindi Teaching Scheme shall not be taken back after conclusion of the training, keeping in view of its effective use in Government work.

2. This office Memorandum is issued with the concurrence of Finance Division of Ministry of Home Affairs, vide their Note Dy.No.91/Fin.II/H/03, dated 02.06.2003.

Sd/-
(S.Ramanan)
Under Secretary to the Government of India

To

1. All Ministries/Department of Government of India.
2. Election Commission of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Planning Commission, New Delhi.
6. Office of the Comptroller and Auditor General of India, New Delhi.

Copy to:-

1. All Attached and Subordinate Office of Ministry of Home Affairs and Department of Official Language.
2. All Union Territories.
3. All Section/Desk of Ministry of Home Affairs and Department of Official Language.
4. Director, Central Hindi Training Institute, New Delhi.
5. Finance-II Section, Ministry of Home Affairs with reference to their Note Dy. No. 91/Fin.II/H/03, dated 02.06.2003.
6. Sr. PPS to Secretary (OL).
7. PS to JS (OL).
8. Guard File.

Sd/-
(S.Ramanan)
Under Secretary to the Government of India