

Manual 8

**The manner of execution of Trainings and Programmes
[Section 4(1)(b)(viii)]**

Types of Training CHTI 18-19 Language (Computer)/programmes

Four types of training programmes are being conducted all over the country:-

1. In-service long term training through full time & part time centres.
2. The intensive (full working days) training of Hindi language, Hindi Word Processing (Computer)/ Hindi Typing (Manual) & Hindi Stenography.
3. Training of Hindi Language and Hindi Word Processing (Computer)/ Hindi Typing (Manual) through correspondence courses.
4. Short term training. Five day Short term training programme are conducted on the demand of user office. 5. Self-learning on internet through web by softwares of Lila Prabodh, Lila Praveen and Lila Pragya.

Hindi Language Training Courses, Programmes & their duration.

	Hindi Teaching Scheme (Long term)	Central Hindi Training Institute (Short term) (Full working days Training)	Central Hindi Training Institute (Long term) (Language Correspondence course)	Central Hindi Training Institute / Hindi Teaching Scheme (Short term) / Validation Courses)*
Training Programme	PRABODH, PRAVEEN, PRAGYA, PARANGAT	PRABODH, PRAVEEN, PRAGYA, PARANGAT	PRABODH, PRAVEEN, PRAGYA	PRABODH, PRAVEEN, PRAGYA
Duration	05 months	25, 20, 15, 20 Full working days	01 Year (For each course)	05 Full working days (Teaching in class)
Session	02 sessions in a year. (i) January-May (ii) July-November	03 sessions in a year. (i) January-March (ii) May-July (iii) September – November	01 session in a year. July-May	02 sessions in a year. (i) January-May (ii) July- November (Online Training through LILA)

* Five days training in Hindi language: (Teaching in class) **Short term training Courses** are conducted on the demand of user office **through in-house and outreach medium.**

Hindi Word Processing/Hindi Typing and Hindi Stenography Courses, Programmes & their duration.

Course/ Program me	Hindi Teaching Scheme (long term)	Central Hindi Training Institute (Short term)	Central Hindi Training Institute (Short term) /Validati on Courses) *	Corresponde nce course
Hindi Word Processing/ Hindi Typing	Duration: 06 months, 1 hr daily, 2 Sessions in a year. (i) February-July (ii) August-January	Duration: 40 full working days. 05 sessions in a year. (i) January-March (ii) March-May (iii) June-July (iv) August-October (v) October-December	Duration: 05 full working days.	Duration: 6 months. Two sessions in a year. (i) February- July (ii) August- January
Hindi Stenograp hy	Duration: 01 Year. 01 hr daily. 01 session in a year. February- January	Duration: 80 full working days. 02 sessions in a year. (i) January -May (ii) August-December	-----	-----

* W.e.f. July 2015 five days **Short term** training in Hindi Word Processing/Hindi Typing (**Validation Course**) **training Courses** are conducted on the demand of user office.

Short term training programmes

HINDI WORKSHOPS	Duration: 05 full working days.
ORIENTATION PROGRAMMES	Duration: 05 full working days.
REFRESHER PROGRAMMES	Duration: 05 full working days.
TRAINING PROGRAMMES FOR	Duration: 05 full working days.
CTB	TRAINING CLANDER