

GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE
केंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

Office memorandum

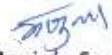
03 DEC 2018

Subject:-Eligibility for Hindi Word Processing/ Hindi Typing and Hindi Stenography Training under Central Hindi Training Institute/ Hindi Teaching Scheme- Change of nomenclature regarding.

It has been informed by the Department of Official Language vide letter No. 13035/01/2018-OL(Policy), dated 25th June, 2018 that "With regard to the designations mentioned in the orders of Hindi Teaching Scheme / Central Hindi Training Institute, Order of Department of Personnel and Training (DOPT) No.-21/12/2010-CS.1 (P), dated 21-12-2015 is appropriate. Correspondence can be made by quoting this order."

Therefore, consequent upon the change of the nomenclature of "Assistant" of Central Secretariat Service (CSS), Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Services (CSCS) vide Department of Personnel and Training (DOPT), Ministry of Personnel Public Grievances and Pensions, Government of India, order No.-21/12/2010-CS.1 (P), dated 21-12-2015, in the orders of Hindi Teaching Scheme / Central Hindi Training Institute Wherever the "Assistant" designation is mentioned, along with this, "Assistant Section Officer" should also be read. Similarly, along with Upper Division Clerk "Senior Secretariat Assistant" and along with Lower Division Clerk "Junior Secretariat Assistant" should also be read.

The Hindi version of the Office Memorandum will be considered final in the event of any confusion or controversy at any point.


(Manjula Saxena)

Director

To

1. All Ministries / Departments of the Government of India
2. Election Commission of India, New Delhi
3. Union Public Service Commission, New Delhi
4. Central Vigilance Commission, New Delhi
5. Comptroller and Auditor General of India, New Delhi
6. All the Subordinate and Attached Offices of the Ministry of Home Affairs and Department of Official Language
7. All Union Territories
8. All Sections/ Desk of the Ministry of Home Affairs, Department of Official Language
9. All Joint Directors, Central Hindi Training Institute /Hindi Teaching Scheme
10. All Regional Deputy Directors (East / North-Eastern/ North Central / South / West), Deputy Director (Examination) / Deputy Director (Typing/Stenography) / Deputy Director (Typing Correspondence)
11. Sub Editor Magazine Unit, Department of Official Language, DCC Bhawan, New Delhi

F.No.21/12/2010-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

Dated the 21st December, 2015

Order

Approval of the competent authority is hereby conveyed for change of nomenclature of the posts of Assistant of Central Secretariat Service (CSS) and Upper Division Clerk and Lower Division Clerk of Central Secretariat Clerical Service (CSCS), as under:

<u>S.No.</u>	<u>Existing nomenclature of the post</u>	<u>Service</u>	<u>New nomenclature</u>
(i)	Assistant	CSS	Assistant Section Officer (ASO)
(ii)	Upper Division Clerk	CSCS	Senior Secretariat Assistant (SSA)
(iii)	Lower Division Clerk	CSCS	Junior Secretariat Assistant (JSA)

2. The change in nomenclature comes into force with immediate effect.
3. The necessary amendments to Central Secretariat Service Rules, 2009 and Central Secretariat Clerical Service Rules, 1962 will follow.


(Parminder Singh)

Under Secretary to the Government of India
Tele:24642705

Copy to:-

1. All Ministries/Departments participating in CSS/CSCS
2. Officers of CSS/CSCS
3. Website of the Department