

संख्या/No : 13/1/2019 - उ.नि.(टं./आ.)/1574-2274

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

हिंदी शिक्षण योजना (मध्योत्तर), हिंदी टंकण/आशुलिपि प्रशिक्षण

HINDI TEACHING SCHEME (NORTH-CENTRAL), HINDI TYPING/STENOGRAPHY TRAINING

पूर्वी खंड/East Block-7, लेवल/Level-6,

आर.के. पुरम/R.K. Puram,

नई दिल्ली/New Delhi-110066

दिनांक/Dated 3/6/2019

To

All Liaison Officers (Hindi),  
Director/Joint Director/Manager (O.L.), Administrative Officers  
All Ministries/Attached Offices and Subordinate Offices/Undertakings/Nationalized banks etc  
New Delhi.

Sub: **Long term training of Hindi Word Processing/Hindi Typing – To organise new classes from August, 2019.**

Sir/Ma'am,

This is to inform you that next session of long term training of Hindi word processing/Hindi typing will be started at the Hindi Typing and shorthand training centres situated at New Delhi under the Hindi teaching Scheme, Department of official language, Ministry of Home affairs from August, 2019. Trainees will be enrolled in classes on 13-14 August, 2019 on the first come first serve basis. Regular classes will be started from August 19, 2019. The detail of information regarding training centre is given in annexure "A". Please send the nomination of staff for the training to concerned training centre incharge and copy to the undersigned till 31-7-2019 on prescribed format which is given in annexure "B"

**BRIEF INFORMATION ON TRAINING**

**HINDI WORD PROCESSING/Hindi Typing**

Name of course	Duration	Examination	Eligibility	Qualification in Hindi
Hindi Word Processing/Hindi Typing	August, 2019 to January, 2020  06 Months (01 hours daily)	Second or Third week of July	Only Such officers/staff will be enrolled for Hindi Word Processing/Typing training, who have not taken the training in Hindi Typing/Word Processing.  <b>Obligatory:</b> This training is obligatory for all categories of English Typists/junior secretariat Assistans/Postal Assistans and Office Assistans in Department of Post, Telecom Assistans in Department of Telecommunication, Tax Assistans in Department of Income Tax, Customs and Excise, Computer Operators/ Data Entry Operators etc in various Ministry/ Department/Offices. In addition, Such group 'C' employees will be included which have different designations and pay scales. This training is also obligatory for such employees, who come in Group C from Group D and have educational qualification for Group C Class.	Middle (8 <sup>th</sup> ) with Hindi or any other equivalent examination such as <b>PRAVEEN</b> by Hindi Teaching Scheme.

			<p><b>Voluntary:</b></p> <p>1. Presently Hindi Typing training is not obligatory for Assistants, senior secretariat Assistans/Auditors or Selection Grade Auditors and Hindi Translators, so such employees can be nominated for training in Hindi Typing on voluntary basis. If there are vacant seats in the Hindi Typing classes they can be enrolled. Such employees are entitled for all monetary incentive admissible under Hindi Teaching Scheme, i.e. Personal Pay, Cash prize etc. after the passing of Hindi Typing/Word Processing examination.</p> <p>2. All such officers, for whom Hindi Typing/Word Processing is not obligatory, but useful, can be nominated for training in Hindi Typing on voluntary basis. If there are vacant seats in the Hindi Typing classes, they can be enrolled but presently such officer are not entitled to any monetary incentive i.e. Personal Pay, Cash prize and lump sum prize etc. after the training of Hindi Typing/Word Processing.</p>	
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**BASIS OF SELECTION**

- \* In the case of such employees, for whom the training is obligatory, if they have same range of cadre/services priority for enrollment will be given depending on their age, it means preference will be given to older candidates. This condition will be applicable only for individually present employees and up to fill to seats.
- \* Such employees, who have one year or less remaining for his retirement cannot be enrolled for training.

**FINANCIAL INCENTIVE**

- \* Personal pay, equal to the amount of one increment for a period of 12 months is granted to the non-gazetted employees of the Central Government on passing the Hindi Word Processing/typing examination.
- \* Actual conveyance charges for travelling in a public conveyance may be payable for training class, if distance is more than 1.6 KM.
- \* The following cash awards are granted according to eligibility for securing good marks in Hindi Typing/Word Processing examination, payment will be made by the concerned office.

**HINDI TYPING/WORD PROCESSING**

1	On securing 97 % marks or more	2400/-
2	On securing 95 % marks or more but less than 97 %	1600/-
3	On securing 90 % marks or more but less than 95 %	800/-

**EXAMINATION FEE**

- \* Central Government Undertakings, Banks, Corporations etc have to pay examination fee of Rs. `100 for Hindi Typing/Hindi Word Processing and Hindi Stenography. Examination fee will be paid in favour of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi** payable at New Delhi by Draft.

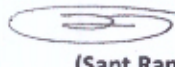
**Procedure for nomination and Prescribed Format**

- \* Detailed information of training centers is available on annexure 'A'.
- \* Nomination of employees for this training should be sent to related Centre Assistant Director incharge till 31-07-2019 on prescribed format, which is given on annexure 'B'
- \* Nominations must be in the prescribed format and name of nominating officer, full address of office, telephone number and e-mail ID must be indicated in letter so that there should be no difficulty in correspondence. Remaining number of employees for training must be indicate.
- \* A copy of nomination should also be sent to undersigned .
- \* Trainees must contact the Assistant Director (T/S) for enrollment in Hindi Typing/Hindi Word Processing and Hindi Stenography classes on 13-14 August, 2019.
- \* In addition to this letter, no separate confirmation letter will be sent for enrollment for nominated employees. So, as per programs and description, which is given on this letter, nominated employees will report on the scheduled date and time himself at concern center.
- \* Employees who will report, written information will be provided by Assistant Director-in-charge (T/s), which would be submitted by concerned employees for information to office, so that appropriate action may be taken by the office for those employees who are not enrolled.
- \* If any officer/employee do not get enrolment on the nearby training center of his office due to unavailability of seat .can be sent to admission at any other listed center, where seat are available

**PARTICULAR**

- \* It is requested to administrative heads to all ministries, Departments, Undertakings, Banks, Corporations, to circulate this circular in all attached offices/units/branches earlier.
- \* It is the responsibility of the administrative head of the office concerned to ensure that more and more personnel to be nominated for the training and ensured nominated staff, enrolled in class, to attend classes regularly and present in examination, so as to ensure full utilization of government resources which are available for training and to achieve the set targets of training in order.

Yours faithfully,

  
(Sant Ram) 2102 3/6/2019  
Deputy Director (T./S.)  
chti 1035

## ANNEXURE 'A

## LIST OF TRAINING CENTERS

Sl.No.	Name and address of training centers	Name and telephone number of Assistant Director	Office/Building, Where the employees will be given preference	Medium of training
1	Ram Krishna Puram East Block-2, Level-1 Ram Krishna Puram New Delhi-110066	Shri Charanjeet verma 26186035	Ram Krishna Puram and nearby located all offices	On computer
2	Ram Krishna Puram East Block-7, Level-6 Ram Krishna Puram New Delhi-110066	Asstt. Director 26175246	Ram Krishna Puram and nearby located all offices	On computer
3	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi	Shri Mahendra Kumar 23098591/4711	UPSC, Loknaya Bhavan, Nirman Bhavan, Mausam Bhavan, Bharat Paryavas Kendra, Akbar Road Hutments, CGO Complex and nearby located all offices	On computer
4	B-Block Room Number-107, B-Block Hutments (behind south block) New Delhi-110001	Shri Jaiveer 23014875	Sena Bhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments	On computer
5	Yojna Bhavan Room Number-427 c Parliament Street, Yojna Bhavan New Delhi	Sushri Asha 23042529	Yojna Bhavan, Akashvani Bhavan, RBI and nearby located all offices	On computer
6	Rail Bhawan Room Noo. 564-J Rail Bhawan, New Delhi	Usha Sharama 23303209	Rail Bhawan, Krishi Bhawan, Udyog Bhawan, Shashtri Bhawan, Shram Sakti Bhawan, and nearby located all offices	On Computer
7	Dak Bhavan Room No.109-B First Floor, Dak Bhavan Parliament Street, New Delhi	Shri Babu Ram Vohra 23036516	Dak Bhavan, Patel Bhavan, Nirvachan Sadan, Sanchar Bhavan, Connaught Palace, Parliament Street and nearby located all offices	On computer
8	Hindi Cell J.N.U. Campus New Delhi	Assistant Director (T/s) 26173775	Offices that located in JNU Campus, N.C.E.R.T, KVS and nearby located all offices	On computer

NOMINATION FORMAT

Description of nominated employee						Comfortable center
Training		Name/ Designation	Telephone /E-mail	Qualification in Hindi	Date of berth	
Typing	Stenography					
1	2	3	4	5	6	7

Remaining Number of employees for training in Hindi Typing and Hindi Stenography as on 31/07/2019

Hindi Word Processing/Hindi Typing	Hindi Shorthand

Name and designation of nominating officer .....

Name and full address of office and including telephone number .....

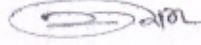
E-mail ID .....

(T/S)  
Endorsement No. 13/1/2019-D.D.(N.C.)/ 1574-2274

Dated : 3-6-2019

Copy for information/necessary action:-

1. Principal Private Secretary to Secretary, Department of Official Language for information to Secretary.
2. Private Secretary to Joint Secretary, Department of Official Language, New Delhi.
3. Comptroller and Auditor General of India, New Delhi.
4. Union Public Service Commission, New Delhi.
5. Election Commission, New Delhi.
6. Vigilance Commission, New Delhi.
7. Staff Selection Commission, New Delhi.
8. Upper House/Lower House Secretariat
9. Central Hindi Institute, New Delhi.
10. Central Hindi Directorate, New Delhi.
11. Secretary, Parliamentary Committee of Official Language, 11-Teen Murti Marg, New Delhi.
12. Director, Central Hindi Training Institute, Paryavaran Bhavan, New Delhi.
13. Director (Policy and Co-ordination), Department of Official Language, Ministry of Home Affairs, New Delhi.
14. Deputy Secretary (Training), Department of Official Language, Ministry of Home Affairs, New Delhi.
15. Editor, Rajbhasha Bharti and Rajbhasha Pushp mala, Department of Official Language, Ministry of Home Affairs, New Delhi.
16. Secretary, Banking Division, Ministry of Finance, New Delhi.
17. Director (O.L.), Railway Board, Rail Bhavan, New Delhi.
18. Deputy Director (Typing correspondence course), Central Hindi Training Institute, 2/A -Prithviraj Road, New Delhi.
19. All Regional Deputy Director, Hindi Teaching Scheme, New Delhi/Kolkata/Mumbai/Chennai/Guwahati.
20. Deputy Director (Examination), Hindi Teaching Scheme, New Delhi kindly arranges the examination.
21. Deputy Director (Implementation), Department of Official Language, Ministry of Home Affairs, New Delhi.
22. Assistant Director (T/S), Research and Analysis Wing, Central Hindi Training Institute, 7<sup>th</sup> Floor, Paryavaran Bhavan, New Delhi
23. Assistant Director (T/S), Hindi Teaching Scheme, Training Center \_\_\_\_\_

  
(Sant Ram) 3/6/2019  
Deputy Director (T/S)  
chti 11035

उप निदेशक (टंकण-आशुलिपि),  
हिंदी शिक्षण योजना, नई दिल्ली  
प्रशिक्षार्थी का विवरण

प्रपत्र

प्रशिक्षण केंद्र का नाम:

प्रशिक्षण सत्र : फरवरी/अगस्त  
हिंदी शब्द संसाधन/  
कक्षाका नाम/हिंदी टंकण/

दीर्घकालिक /अल्पावधि प्रशिक्षण

प्रशिक्षार्थी का नाम (हिंदी में):	Name of candidate (BLOCK LETTERS)
लिंग (स्त्री /पुरुष/ अन्य )	Gender (M /F/ other)
पिता /पति का नाम (हिंदी में):	Father's/ Husband name
प्रशिक्षार्थी का पदनाम (हिंदी में):	Designation
मातृभाषा:	Mother tongue
हिंदी भाषा में ज्ञान का स्तर:	Knowledge of Hindi
मंत्रालय (हिंदी में):	Name of Ministry
विभाग का नाम (हिंदी में):	Name of Department
नामित करने वाले अधिकारी का नाम तथा पदनाम	Name & Designation of the Nominating officer
कार्यालय का पूरा पता (हिंदी में): ईमेल/आईडी/दूरभाष	Full office address With E.mail/ID/ phone
परीक्षा शुल्क भरने का विवरण । FEE DETAILS (If doesn't belong to a direct Central Govt. office/Dept	
दूरभाष:	Phone/mobile
ई-मेल/आईडी:	E.mail./ Id of candidate
आधार सं०:	Adhhar No.

नोट: कृपया यह प्रपत्र हिंदी तथा अंग्रेजी दोनों भाषाओं में भरना आवश्यक है और अंग्रेजी का विवरण केवल  
BLOCK LETTERS] में ही भरें।

दिनांक:

प्रशिक्षार्थी के हस्ताक्षर