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क्रमांक - 19016/1/2016/केहिप्रसं/हिटपपा/ 3090 नो 5090

भारत सरकार

GOVT. OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

(राजभाषा विभाग)

(DEPARTMENT OF OFFICIAL LANGUAGE)

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

हिंदी शब्द संसाधन पत्राचार पाठ्यक्रम स्कंध

Hindi Word Processing Correspondence Course Wing

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

2-A, Prithvirajroad, New Delhi-110011.

दिनांक / Date : 27.10.2016

To

All Liaison Officers (Hindi)

Director / Joint Director/Manager (O.L.)/ Administrative Officer

All Ministries / Attached & Subordinate Offices / Public Sector Undertakings

Nationalized Banks etc.

Subject : Hindi Word Processing (Hindi Typewriting) Training through correspondence course-  
53rd Session (1<sup>st</sup> February, 2017 to July, 2017) regarding.

Sir/Madam,

53rd Hindi Word Processing (Hindi Typewriting) training through correspondence course will be starting from 01 February, 2017. The details of Hindi Word Processing training are given below:-

**Brief Information about Training**

Name of the programme	Period	Examination	Eligibility	Hindi Qualification
Hindi Word Processing (Hindi Typewriting)	1 <sup>st</sup> February 2017 to July, 2017	2 <sup>nd</sup> or 3 <sup>rd</sup> week of July, 2017	Only those Officers/ Employees will be admitted to the correspondence course of Hindi Word Processing (Hindi Typewriting) who have not undergone the said training so far. <b>Mandatory for:</b> Hindi Word Processing (Hindi Typewriting) training is mandatory for Lower Division Clerks/English typists, Postal Assistants & Office Assistants in the Department of Posts, Mail Sorter 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. 1. Keeping in View the transportation problems of such employees, whose office / place of Duty is situated at a distance of 8 Kms or more	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen examination of Hindi Teaching Scheme.

			<p>from the regular/part time Hindi Word Processing (Hindi Typewriting) Training Centres, can also be nominated for this training.</p> <p>2. Such Employees can also be nominated for this course who could not get admission in regular or part time training centres due to limited number of seats or for some other reasons.</p> <p>3. Those Stenographers who wants to undergo Only HindiWord Processing (HindiTypewriting) training and it is not possible for their offices to spare them for regular training classes, they can also be nominated for Hindi Word Processing through Correspondence Course.</p> <p><b>Volunteer basis</b></p> <p>1. Hindi Word Processing (HindiTypewriting) training is not mandatory for U.D.Cs, Assistants and Hindi Translators. Therefore, they can also be nominated to this course on voluntary basis. On passing the HindiWord Processing (HindiTypewriting)examination.these employees will be entitled for all financial benefits/financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc. .</p> <p>2. Officers of all categories, for whom this training is not obligatory but useful, can also be nominated for this course but they will not be ent led for any financial benefits/ financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc.</p> <p><b>NOTE:</b> <b>Note: Such candidates will not be admitted for training who are going to retirement within a year from the commencement of the training.</b></p>	
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**Financial Incentive**

1. Central Government Employees are awarded Personal Pay equivalent to their one increment for the period of 12 months on passing the prescribed final examination of Hindi Word Processing (typing) Exam and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.
2. Officers/Employees are given cash awards as per the following table on passing the HindiWord Processing examination and fulfilling the prescribed conditions. This amount is paid by the offices of the trainees.

1. On scoring 97% or more marks	2400
2. On Scoring 95% or more marks but less than 97%	1600
3. On Scoring 90% or more marks but less than 95%	800

**Note:** Those candidates, who pass Hindi Word Processing (Hindi Typewriting) examination with their own efforts, will be given Cash award in addition to Lump sum award even if they score 5% less marks than those mentioned in above table.

3. As per order issued by the Department of Official Language, Ministry of Home Affairs, vide their O.M. No. 14020/2/77-OL (D) dated 31-12-1979, candidate undergoing this training course will be treated as a private candidate. Therefore, on passing this course, the candidates will be entitled for Lump sum award of Rs. 1600/- in addition to other financial incentives. {O.M. No. 21034/66/2019-O.L. (Training) dated 29-07-2011

**Remark :** Cash awards paid to the employees on passing the examination Will be exempted from Income Tax. (Ministry of Home Affairs O.M. No. 24/16/67-ITAI Dated 31/3/67)

### Examination Fee

A fee of Rs.100/- per trainee, will be charged from the employees of Central Undertakings, Banks, Corporations for Hindi Word Processing [Typewriting] examination. Demand draft of the fees should be sent after getting the first kit & registration no. The examination fee will be paid through bank D D drawn in favour of **Deputy Director (Examinations) Hindi Teaching Scheme,** payable at New Delhi.

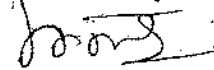
### Procedure of Enrollment and Proforma

- Details of the officers/employees nominated for the above training may be filled up as per the proforma given in the Annexure 'I' and the same may be forwarded to **Deputy Director, Hindi Word Processing (Hindi Typewriting) Correspondence Course, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prithavi Raj Road, New Delhi - 110011** latest by **31<sup>st</sup> December 2016.**
- **A copy of examination form is enclosed with this circular. Filled up examination form by the nominated employees may please be send upto 31<sup>st</sup> December 2016 Alongwith nomination form.**
- The nomination of the candidates shall be forwarded as per the Annexure 'II' only and the name of nominating officer, full address of the nominating office, including PIN code, Telephone No. and E-mail shall be mentioned clearly so that any problem in correspondence can be avoided. The number of **yet to be trained employees** may also be clearly mentioned.

#### Note:

- Photocopy of examination form will be accepted with Photographs.
- Administrative heads of all the Ministries / Departments, Undertakings Banks, Corporations are requested to promptly circulate this letter in their all Subordinate/ Attached offices/ units / Branches.
- It is the responsibility of the administrative head of the concerned office that maximum number of officers/Employees are nominated for the training, every nominated employee practices of training kits during each working day, forward Practiced Kits to Deputy Director Hindi Word Processing (Hindi Typewriting) Correspondence Course Wing for evaluation.
- Nominated trainee will participates in the **Personal Contact Programme** for sorting out the personal learning difficulties and appears in the examination so that the available governmental resources are optimally utilized and target of training is achieved within the prescribed time frame. **The Officers/Employees participating in this programme are treated as on duty.**
- Any query regarding training can be obtained through E-mail also.

Yours faithfully,

  
(Poonam Oswal)  
Deputy Director  
chti1037

#### Contact Address

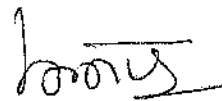
Poonam Oswal  
Deputy Director  
Hindi Word Processing Correspondence Course  
Wing, Central Hindi Training Institute,  
Department of Official Language,  
2-A, Prithvi Raj Road,  
New Delhi -110011.  
Tel: 011-2301896  
E-mail: [chti1037@nic.in](mailto:chti1037@nic.in)

Prithviraj Jaiswal  
Assistant Director  
Hindi Word Processing Correspondence  
Course Wing, Central Hindi Training Institute,  
Department of Official Language,  
2-A, Prithviraj Road,  
New Delhi -110011.  
Telefax: 011-2301896  
E-mail: [chti1048@nic.in](mailto:chti1048@nic.in)

Endorsement No.-19016/1/2016/ HTPP/ CHTI/ dated

**Copy to:**

1. Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
2. Joint Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
3. CAG, New Delhi.
4. UPSC, New Delhi.
5. Election Commission, New Delhi.
6. CVC, New Delhi.
7. SSC, New Delhi.
8. Rajyasabha /Loksabha Secretariat, New Delhi.
9. Central Hindi Directorate, New Delhi.
10. Secretary, Parliament Committee on Official Language, 11, Teen Murti Lane, New Delhi.
11. Director, Central Hindi Training Institute, New Delhi.
12. Director, Policy & Co-ordination, Deptt. of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
13. Technical Director, NIC, Deptt. of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
14. Deputy Secretary (Training), Deptt. of Official Language, MHA, New Delhi.
15. Editor, Rajbhasha Bharti & Rajbhasha Pushpatala, Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
16. Secretary, Banking Division, Ministry of Finance, New Delhi.
17. Director Official Language, Railway Board, Rail Bhawan, New Delhi.
18. Deputy Director (Implementation), Deptt. of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
19. Joint Director Hindi Teaching Scheme, (Headquarters), New Delhi.
20. All Deputy Directors/Incharge Hindi Teaching Scheme, New Delhi/Kolkata/Mumbai/Chennai/Guvhati/Bangluru/Hydrabad
21. Deputy Director (Typing/Stenography), HTS, RK Puram, New Delhi.
22. Deputy Director (Exams), New Delhi.
23. All TOLIC chairmen.
24. Director, Official Language, Dak Bhawan, New Delhi.
25. Assistant Director, Research & Analysis Cell (T/S), Central Hindi Training Institute, 7th floor, Paryavaran Bhawan, New Delhi - nodal officer for website update
26. 50 additional copies.

  
(Poonam Oswal)  
Deputy Director  
chti1037

**Note: There is no provision for Hindi Stenography through correspondence course in Central Hindi Training Institute and no private agency has been authorized by the Department of Official Language to impart Hindi Stenography training. Therefore, do not correspond in this regard.**

Central Hindi Training Institute  
Department of Official Language, Ministry of Home Affairs, New Delhi  
Hindi Word Processing (Hindi Typewriting) Training  
Through Correspondence Course

Application Form

Session: February, 2017 to July, 2017

1. Name (in Hindi)  
(in English)
2. Name of Mother/Father/Husband  
(In Hindi)  
(In English)
3. Designation
4. Full Address of Office
5. Telephone No.
6. Availability of Unicode font (mangal)  
in your Computer, Yes or No
7. E-mail
8. Date of Birth
9. Mother Tongue
10. Details of Hindi Examination passed
11. Typing Speed in English
12. Name of nominating Authority  
& Address  
Telephone No. (Compulsory)  
Mobile No.  
Fax No. (Compulsory)  
E-mail (Compulsory)

I declare that :

(I) I have not passed Hindi Word Processing (Hindi Typewriting) examination from any recognized institute.

(II) There is no probability of proceeding on long leave by me during the training. I will put special efforts to make over my typing practice in case I have to proceed on leave due to unforeseen/inevitable circumstances.

Date :

Place :

Signature of candidate

Name of nominating officer/liaison

officer & signature (With office stamp)

List of candidates nominated in the Correspondence Course of Hindi Word Processing (Hindi Typewriting) conducted by Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs

Sl. No	Name of Employee	Date of Birth	Designation	Full Office address
1	2	3	4	5

Does the employee knows English Typing	Level of Hindi knowledge (which examination has passed)	No of Computers available for practice	No of Computers with Unicode font (mangal) & inscript keyboard	Number of employees Yet to be trained
6	7	8	9	

Date :

Place :

Name & Signature of Administrative/liaison Officer  
(Hindi)  
With Office Stamp  
Telephone No :  
Email Id :

हिन्दी शिक्षण योजना (परीक्षा स्कंध)  
HINDI TEACHING SCHEME {EXAMINATION Wing}  
राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली  
DEPARTMENT OF OFFICIAL LANGUAGES, M.H.A., NEW DELHI

हिन्दी टंकण परीक्षा:- जनवरी/जुलाई..... 2017  
Hindi Typewriting Examination :- JAN /JULY. ....2017

अंतिम तिथि:- 30 सितम्बर/30 मार्च  
Last date:- 30 September/30 march.

आवेदन पत्र  
APPLICATION FORM

हिंदी शब्द संसाधन  
Hindi Word Processing  
(हिंदी टाइपिंग) पत्राचार पाठ्यक्रम स्कंध  
Hindi Typing Correspondence Wing  
पंजीयन संख्या/Regi. No.

मैनुअल Regular	इलैक्ट्रॉनिक Electronic	कम्प्यूटर Computer
नियमित Regular	गहन Intesive	प्राइवेट Private

अनुक्रमांक .....  
Roll No .....  
परीक्षा केन्द्र .....  
EXAMINATION CENTRE .....

संबंधित कोष्ठक पर V निशान लगाएं  
Put V marks on the box applicable.

1. पूरा नाम (हिन्दी में) .....  
Full Name [in English Capital letters] .....
2. पिता/पति का नाम (हिन्दी में) .....  
Father's/Husband's Name [in English capital letters].....
3. कार्यालय का नाम तथा पूरा पता (हिन्दी में) .....  
Name and full address of the office [in English] .....

दिनांक.....  
Date .....

परीक्षार्थी के हस्ताक्षर  
Applicant's Signature

प्रमाण-पत्र  
CERTIFICATE

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... हिन्दी शिक्षण योजना/केन्द्रीय हिन्दी प्रशिक्षण संस्थान/केन्द्रीय हिन्दी निदेशालय, के नियमित/प्राईवेट/गहन/पत्राचार पाठ्यक्रम के परीक्षार्थी हैं। वे परीक्षा में सम्मिलित होने के पात्र हैं।

परीक्षा शुल्क रूपए ..... बैंक ड्राफ्ट संख्या ..... दिनांक ..... द्वारा उपनिदेशक (परीक्षा), हिन्दी शिक्षण योजना, नई दिल्ली के पदनाम से संलग्न हैं।

नोट : परीक्षा शुल्क सरकारी उपक्रमों/निगमों/निकायों और बैंकों के कर्मचारियों के लिए अनिवार्य है।

Certified that Shri/Smt./Kum. .... is Regular/Private/Intensive/Correspondence Course Examinee of Hindi Teaching Scheme/Central Hindi Training Institute/Central Hindi Directorate. He/She is eligible to appear in the examination.

Examination fee of Rs. .... vide Bank Draft No. .... Dated ..... in favour of Dy. Director (Exam), H.T.S., New Delhi is enclosed.

Note :—Examination fee is compulsory for the employees of Govt. Undertakings/Corporations/Autonomous Bodies and Banks.

हस्ताक्षर

Signature .....

हिन्दी प्रा./अंश का. हि.प्रा./स.नि. (नियमित/गहन)  
H. Pradh./Pt. time H. Pradh./Asstt. Director  
(Regular/Intensive)

सहायक निदेशक (पत्राचार पाठ्यक्रम/गहन पाठ्यक्रम)  
Asstt. Director (Correspondence Course/Intensive Course)

सक्षम अधिकारी [मोहर सहित पूरा पता (प्राईवेट)] .....  
Competent Authority [Seal and full address (Private)] .....

तारीख ..... 20.....  
Date ..... 20.....

सर्वकार्य प्रभारी अधिकारी के कार्यालय का  
पूरा पता (मोहर सहित)

Officer in Overall Charge  
(Seal and full address of the Office)

नोट :- आवेदन-पत्र संबंधित क्षेत्रीय उपनिदेशक के माध्यम से भेजे।

Note :— Application should be duly forwarded through Regional Dy. Director concerned.



हिन्दी शिक्षण योजना (परीक्षा स्कंध)  
HINDI TEACHING SCHEME {EXAMINATION}  
राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली

DEPARTMENT OF OFFICIAL LANGUAGES, M.H.A., NEW DELHI

हिन्दी टंकण परीक्षा:- जनवरी/जुलाई.....2017  
Hindi Typewriting Examination :- JAN /JULY. ....2017

प्रवेश-पत्र  
ADMISSION CARD

हिंदी शब्द संसाधन  
Hindi World Processing  
(हिंदी टाइपिंग) पत्राचार पाठ्यक्रम स्कंध  
Hindi Typing Correspondence Wing  
पंजीयन संख्या/Regi. No.

मैनुअल Regular	इलेक्ट्रानिक Electronic	कम्प्यूटर Computer
नियमित Regular	गहन Intesive	प्राइवेट Private

अनुक्रमांक .....  
Roll No .....  
परीक्षा केन्द्र .....  
EXAMINATION CENTRE .....

संबंधित कोष्ठक पर / निशान लगाएं  
Put marks on the box applicable.

- पूरा नाम (हिन्दी में) .....  
Full Name [in English Capital letters] .....
- पिता/पति का नाम (हिन्दी में) .....  
Father's/Husband's Name [in English capital letters].....
- कार्यालय का नाम तथा पूरा पता (हिन्दी में) .....  
Name and full address of the office [in English] .....

परीक्षार्थी के हस्ताक्षर  
Applicant's Signature

उप निदेशक (परीक्षा)  
Dy. Director [Exam]

नोट:- प्रवेश पत्र मांगने पर परीक्षार्थी को केन्द्र अधीक्षक/प्राधिकृत व्यक्ति को दिखाना है।  
Note:- Examinee must show this admission card on demand to the Centre Supdt./Authorised person.

**परीक्षार्थियों के लिए निर्देश**  
**INSTRUCTIONS FOR THE EXAMINEES**

1. परीक्षा आरंभ होने से 15 मिनट पूर्व परीक्षार्थी को परीक्षा भवन में उपस्थित होना अनिवार्य है ।  
The examinee should be present in the examination hall 15 minutes before the commencement of the examination
2. प्रत्येक परीक्षार्थी को अपनी नोट-बुक, कलम/पेंसिल, रबर, सफेद फ्ल्यूड आदि साथ लाना है ।  
Each examinee should bring his/her own note book, pen/pencil, eraser, white fluid etc.
3. ट्रांस्क्रिप्शन के दौरान शब्दकोष के प्रयोग की अनुमति है । अतः जो परीक्षार्थी शब्दकोष का प्रयोग करना चाहें वे अपना शब्दकोष लाएं  
During the period of the transcription the use of dictionary is allowed. Therefore those who want to consult a dictionary should bring their own.
4. यदि कोई परीक्षार्थी परीक्षा में अनुचित साधनों का उपयोग करते हुए पाया गया तो उसके विरुद्ध नियमानुसार सख्त कार्यवाही की जाएगी ।  
If any examinee is found resorting to adoption of unfair means during the examination, strict action will be taken against him/her as per Rules..