

दूरभाष/Phone : 23018196

फैक्स/ Fax : 23018740

ईमेल/Email : [ddtc-ctti-dol@nic.in](mailto:ddtc-ctti-dol@nic.in)

क्रमांक 19016/1/2014/केहिप्रसं/हिटपपा/ 7516-9516 तक्

भारत सरकार

GOVT. OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

(राजभाषा विभाग)

(DEPARTMENT OF OFFICEAL LANGUAGE)

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

हिंदी शब्द संसाधन/टंकण पत्राचार पाठ्यक्रम

Hindi Word Processing /Hindi Typewriting Correspondence Course

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

2-A, Prithvirajroad, New Delhi-110011.

दिनांक / Date :

30.10.2014

To

All Liaison Officers (Hindi)/ Director / Joint Director (O.L.)/ Administrative Officer / All Ministries / Attached & Subordinate Offices / Public Sector Undertakings / Nationalized Banks etc.

Subject : Hindi Word Processing/Typewriting Training through correspondence course - 49<sup>th</sup> Session (February, 2015 to July, 2015) regarding.

Sir/Madam,

49<sup>th</sup> Hindi Word Processing /Typewriting training through correspondence course will be starting from 01 February, 2015. The details of Hindi Word Processing /Typewriting are given below:-

**Brief Information about Training**

**Hindi Word Processing /Typewriting**

Name of the programme	Period	Examination	Eligibility	Hindi Qualification
Hindi Word Processing /Typewriting	01 February, 2015 to July, 2015	3 <sup>rd</sup> or 4 <sup>th</sup> week of July, 2015	Only those Officers/ Employees will be admitted to the correspondence course of Hindi Word Processing /Typewriting who have not undergone the said training so far. <b>Mandatory for:</b> The course 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 'D' employees who carry out similar type of work and whose designations and Pay Scales are different but, 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 from the regular/part time Hindi Typewriting Training Centres, can also be nominated for	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen examination of. Hindi Teaching Scheme.

		<p>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 /Typewriting 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/Typewriting Correspondence Course.</p> <p><b><u>Volunteer basis</u></b></p> <p>1. This course 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 /Typewriting 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. Such Officers of all categories, for whom HindiWord Processing /Typewriting training is not obligatory but is useful, can also be nominated for this course but at present they will not be entitled for all financial benefits/ financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc.</p> <p><b>NOTE:</b> Note : Such candidates will not be admitted for training who are due to retire in/within a year from the commencement of the training</p>	
--	--	---	--

#### Financial Incentive

1. Central Government Employees are awarded Personal Payequivalent to their one increment for the period of 12 months on passing the prescribed final examination of HindiWord Processing/Typewriting 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/Typewriting 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 /Typewritingexamination 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.

1. 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 ₹ 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 ₹ 100/- per head, will be charged from the employees of Central Undertakings, Banks, Corporations for Hindi Word Processing / Typewriting examination. The examination fee will be paid through bank D D drawn in favour of **Deputy Director (Examinations), Hindi Teaching Scheme**, payable at New Delhi.

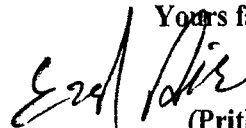
### Procedure of Enrollment and Performa

- Details of the officers/employees nominated for the above training may be filled up as per the performa given in the Annexure 'I' and the same may be forwarded to **Deputy Director (Typewriting Correspondence Course), Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prithvi Raj Road, New Delhi - 110011** latest by **31 December 2014**.
- 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 mentioned.

### Note:

- 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 (Typewriting Correspondence Wing) for evaluation, nominated personnel participate 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,



(Prithvi Singh)  
Joint Director

E-mail: [ddtc-hti-dol@nic.in](mailto:ddtc-hti-dol@nic.in)

### Contact Address

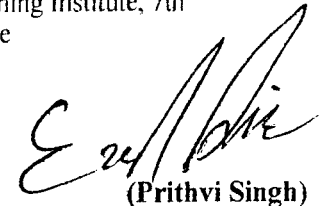
1.	2.	3.
Director, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 7th Floor, Paryavaran Bhawan, CGO Complex, Lodi Road, New Delhi - 110003. Telephone: 011 - 24361852 Email: <a href="mailto:dirhti-dol@nic.in">dirhti-dol@nic.in</a>	Deputy Director, Hindi Typewriting Correspondence Course Unit, Central Hindi Training Institute, Department of Official Language, 2-A, Prithvi Raj Road, New Delhi -110011. Telephone: 011- 2301896 E-mail: <a href="mailto:ddtc-hti-dol@nic.in">ddtc-hti-dol@nic.in</a>	Prithviraj Jaiswal Assistant Director Hindi Typewriting Correspondence Course Unit, Central Hindi Training Institute, Department of Official Language, 2-A, Prithvi Raj Road, New Delhi -110011. Tel: 011-2301896 E-mail: <a href="mailto:hti1048@nic.in">hti1048@nic.in</a>

7516-9516

Endorsement No.-19016/112012/CIITI/HTCC/ dated 30.10.2014

**Copy to:**

1. Private Secretary to Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
2. Private Secretary to 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 Lok Sabha Secretariat, New Delhi.
9. Central Hindi Directorate, New Delhi.
10. Secretary, Parliament Committee on Official Language, 11, Teen Mufti Lane, New Delhi.
11. Director, Central Hindi Training Institute, New Delhi.
12. Director, Policy & Co-ordination, Deptt. of Official Language, MHA, New Delhi.
13. Technical Director, NIC, Deptt. of Official Language, MHA, New Delhi.
14. Deputy Secretary (Training), Deptt. of Official Language, MHA, New Delhi.
15. Editor, Rajbhasha Bharti & Rajbhasha Pushaptnala, 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. Joint Director Hindi Teaching Scheme, (Headquarters), R.K.Puram, New Delhi.
19. Deputy Director (Typing/Stenography), HTS, RK Puram, New Delhi.
20. All Deputy Directors, Hindi Teaching Scheme, New Delhi/Kolkata/Mumbai/Chennai/Guvhati
21. Deputy Director (Exams), New Delhi.
22. Deputy Director (Implementation), Deptt. of Official Language, MHA, 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.



(Prithvi Singh)  
Joint Director

E-mail: [ddtc-ctti-dol@nic.in](mailto:ddtc-ctti-dol@nic.in)

**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/Typewriting Training  
through correspondence course**

Application Form

Session: February, 2015 to July, 2015

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. (Compulsory)  
Mobile No.
6. Fax No. (Compulsory)
7. E-mail (Compulsory)
8. Date of Birth
9. Mother Tongue
10. Details of Hindi Examination passed
11. Typing Speed in English
12. Training - (1) On Typewriter  
OR  
(2) On Computer
13. No. of Computers/Devnagri Typewriters  
Which Software is used?
14. Name of nominating & Address  
Telephone No. (Compulsory)  
Mobile No.  
Fax No. (Compulsory)  
E-mail (Compulsory)

I declare that :

- (I) I have not passed Hindi Word Processing/Typewriting Training 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 makeover 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/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)	Full correspondence address of the candidate	No. of Computers/ Typewriters available for Hindi typing practice and which Software/Font is used in your office?	Number of employees Yet to be trained
6	7	8	9	

Date :

Name & Signature of Administrative/liaison Officer  
(Hindi)

Place :

With Office Stamp

Telephone No :

Email Id :

h:\desktop data\48 वां\48 circular.docx