

## 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 01.12.2015

To

All Liaison Officer (Hindi),

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

All Ministry/Attached Offices and Sub-ordinate Offices/Undertakings/Nationalized banks etc

New Delhi.

Sub: Medium term training of Hindi Typewriting/Hindi Word Processing and Hindi Stenography on Computer.

Hindi Stenography February, 2016 to June, 2016 and Hindi Typewriting- February, 2016 to March, 2016 and May, 2016 to June, 2016.

Sir/Madam,

On the request of various offices of Central Government/Public Undertakings/Corporations/Bodies and Nationalized Banks MEDIUM-TERM training course of Hindi Typewriting/Hindi Word Processing and Hindi Stenography has been started under the three centers (see Annexure 'A') of Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, New Delhi.

**DETAILED INFORMATION ON TRAINING**

\* On the request of various offices of Central Government/Public Undertaking/Corporation/Bodies and Nationalized Banks MEDIUM-TERM training course of Hindi Typewriting/Hindi Word Processing and Hindi Stenography has been started under the three centers of Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, New Delhi.

\* Under this program at three centers in Delhi 3-3 hours per day Hindi Stenography MEDIUM TERM training (5 months duration) from February of 2016 and Hindi Typewriting training (2-2 months duration) from February and May, 2016 would be conducted as per the details given on annexure 'A'.

**HINDI STENOGRAPHY**

Name of course	Duration	Examination	Eligibility	Qualification in Hindi
Hindi Stenography	(01 February, 2016 to 30 June, 2016) 05 Months, 03 hours daily (forenoon)	Last day of session	Such officers/staff will be eligible for this course, who has not taking the training of Hindi Stenography  <b>Obligatory:</b> This training is obligatory for all categories of English Stenographer, Personal Assistant and Private Secretary.  <b>Voluntary:</b> Lower Division Clerks/Typists*	Matriculation with Hindi or any other equivalent examination such as PRAGYA by Hindi Teaching Scheme.

\* Such Lower Division Clerks/Typists, who have already passed the Hindi Typing test can be nominated for training in Hindi Stenography, if there are vacant seats in the Hindi Stenography classes, they can be enrolled, provided the concern office certifies that the services of the trained employees will be utilised for Hindi Stenography in their office work. Such employees are not entitled to any monetary incentive admissible under Hindi Teaching Scheme.

## HINDI TYPING/HINDI WORD PROCESSING (COMPUTER)

Name of course	Duration	Examination	Eligibility	Qualification in Hindi
Hindi Word Processing on Computer	(01 February, 2016 to 31 March, 2016) & 02 May, 2016 to 29 June, 2016  02 Months. 03 hours daily (afternoon)	Last day of session	<p>Only Such officers/staff will be enrolled for Hindi Word Processing training, who has not taken the training of Hindi Typing/Word Processing.</p> <p><b>Obligatory:</b> This training is obligatory for all categories of English Typists/Lower Division Clerks, Postal Assistant and Office Assistant in Department of Post, Telecom Assistant in Department of Telecommunication. Tax Assistant 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 designation and pay scale. This training is also obligatory for such employees, who come in Group C from Group D and have educational qualification for Group C Class.</p> <p><b>Voluntary:</b> 1. Presently Hindi Typing training is not obligatory for Assistant, Upper Division Clerks 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. 2. All such officers, for which Hindi Typing/Word Processing is not mandatory, 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 etc. after the training of Hindi Typing/Word Processing.</p>	Middle (8 <sup>th</sup> ) with Hindi or any other equivalent examination such as <b>PRAVEEN</b> by Hindi Teaching Scheme.

### BASIS OF SELECTION

- \* 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 Typing/Word Processing and Hindi Stenography examination. The stenographers whose mother tongue is not Hindi are granted personal pay equal to the amount of two increments on passing the Hindi stenography 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 and Hindi Stenography examination, payment will be made by the concerned office.

### **HINDI STENOGRAPHY**

1	On securing 95 % marks or more	2400/-
2	On securing 92 % marks or more but less than 95 %	1600/-
3	On securing 88 % marks or more but less than 92 %	800/-

### **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 Undertaking, 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 favor of Deputy Director (Exam), Hindi Teaching Scheme, New Delhi payable at New Delhi by Draft.

## Procedure for nomination and prescribed Format

Date of enrolment and center-wise time table of medium term training is available on annexure 'A'.

Nomination of staff/officer of your office for this training sends to this office on prescribed format which is given on annexure 'B'

Up to 15-01-2016 for Hindi Stenography training (5 months) starting from 01 February, 2016

Up to 15-01-2016 for Hindi Typing training (2 months) starting from 01 February, 2016

Up to 12-04-2016 for Hindi Typing training (2 months) starting from 02 May, 2016.

Copy of nomination should also be sent to related center's Assistant Director in-charge.

With reference to this letter, any separate confirmation letter will not be sent for enrollment for nominated employees. So, as per terms and description given in this letter, nominated employees will report on the date and time at concerned center.

## ADMINISTRATIVE

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 ensure that nominated staff enrolled in class, 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. Nominate to your staff in sufficient numbers for the Hindi Typing and Hindi Stenography medium term training and to take full advantage of the medium term training.

Yours faithfully,

(Bhupinder Singh)

Deputy Director (N.C.)

**DATE OF ENROLMENT (MEDIUM TERM TRAINING)**

Sl.No.	Training session	Date of enrolment
1	Hindi Stenography medium term training 01/02/2016 to 30/06/2016	27/01/2016 (Forenoon from 9.30)
2	Hindi Typing/Word Processing medium term training First Session 01/02/2016 to 31/03/2016 (03 hours daily afternoon)	27/01/2016 (Obligatory class) From 2.00 afternoon 28/01/2016 (Voluntary class) From 2.00 afternoon (if there are vacant seats in the class then can be enrolled)
3	Hindi Typing/Word Processing medium term training Second Session 02/05/2016 to 29/06/2016 (03 hours daily afternoon)	27/04/2016 (Obligatory class) From 2.00 afternoon 28/04/2016 (Voluntary class) From 2.00 afternoon (if there are vacant seats in the class then can be enrolled)

**LIST OF TRAINING CENTERS AND CENTER-WISE TIME TABLE (MEDIUM TERM TRAINING)**

Name of the course	Session/Duration	Name and address of Centers	Assistant Director in-charge
Hindi Stenography Medium term training	01/02/2016 to 30/06/2016 (forenoon 10.00 to 01.00) 03 hours daily (5 Months)	Ram Krishna Puram East Block-7, Level-6 New Delhi	Shri Suresh Chand Sharma Phone : 26175246
	As above	Rail Bhavan Room No.564-J Rail Bhavan, New Delhi	Shri Chaman Singh Phone : 23303209
	As above	Bureau of Indian Standard Room No. 250, Manak Bhavan, 9-Bahadur Shah Zafar Marg, New Delhi	Shri Ram Sakal Singh Phone : 23215045
Hindi Word Processing computer medium term training	First Session 01/02/2016 to 31/03/2016	Ram Krishna Puram East Block-7, Level-6 New Delhi	Shri Suresh Chand Sharma Phone : 26175246
	Second Session 02/05/2016 to 29/06/2016 (afternoon 02.00 to 05.00) 03 hours daily (2 Months)		
	As above	Rail Bhavan Room No.564-J Rail Bhavan, New Delhi	Shri Chaman Singh Phone : 23303209
	As above	Bureau of Indian Standard Room No. 250, Manak Bhavan, 9-Bahadur Shah Zafar Marg, New Delhi	Shri Ram Sakal Singh Phone : 23215045

### NOMINATION FORMAT (MEDIUM TERM TRAINING)

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Name and designation of nominating officer .....

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

E-mail ID .....

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 Pushpamala, Deptt. 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 \_\_\_\_\_

(Bhupinder Singh)

Deputy Director (N.C.)

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