

भारत सरकार

GOVT. OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

हिंदी शब्द संसाधन/हिंदी टंकण पत्राचार प्रशिक्षण स्कंध

HINDI WORD PROCESSING/HINDI TYPING CORRESPONDECE TRAINING WING

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

2-A, Prithviraj road, New Delhi-110011.

दिनांक / Date : 9/7/2026

To

All Liaison Officers (Hindi)

Director /Joint Director/Manager (OL)/Administrative Officer/DD&AD (OL)

All Ministries /Attached &Subordinate Offices /Public Sector Undertakings

Nationalized Banks etc.

Subject: Hindi Word Processing/Hindi Typing Correspondence Course – 72th Session
(3rd August, 2026 to January, 2027).

Sir/Madam,

72th Hindi Word Processing/Hindi Typing Training Course through correspondence will be starting from 3rd August 2026. The details of Hindi Word Processing/Hindi Typing correspondence course are given below: -

Brief Information about Training:

Name of the Programme	Period	Exam	Eligibility	Hindi Qualification
Hindi Word Processing/ Hindi Typing Correspondence Course	3 rd August, 2026 to January, 2027	2 nd or 3 rd week of January, 2027	Only those Officers/Employees will be admitted to the Hindi Word Processing /Hindi Typing Correspondence course who have not undergone the said training so far. Obligatory: Hindi Word Processing/Hindi Typing training is obligatory for English Typist/ Lower Division Clerks/JSAs/ Postal Assistants & Office Assistants in the Department of Posts, Mail Sorting 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/ of Duty is situated at a distance of 08 K.M. or more from the regular/part time Hindi Word Processing/ Hindi Typing Training Centre, can also be nominated for this training.	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen Examination of Hindi Teaching Scheme.

			2. Such Employees can also be nominated for this course who could not get admission in regular or part time training Centre due to limited number of seats or for some other reasons. 3. Those Stenographers who wants to undergo Only Hindi Word Processing/ Hindi Typing 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 /Hindi Typing Correspondence Training. <u>Voluntary basis:</u> 1. At present this course is not mandatory for Assistants/Senior Secretariat Assistants, Upper Division Clerks and Hindi Translators/ Junior Translation Officers/Senior Translation Officers (Non-Gazetted). Therefore, they can also be nominated to this Hindi Word Processing /Hindi Typing course on Voluntary Basis, but they would be admitted only subject to availability of seats. These employees will be entitled for all financial benefits/ financial incentives like Personal Pay, Cash Award and Lump sum award etc. 2. Such Officers of all categories, for whom Hindi Word Processing /Hindi Typing training is not obligatory but is useful, can also be nominated for this course and subject to availability of seats they can also be admitted, but they will not be entitled for any financial benefits/ financial incentives like Personal Pay, Cash Award & Lump sum award etc. NOTE: All Officers are requested not to nominate for training those candidates whose retirements is one year or less from the date of commencement of the training.	
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Financial Incentive

- On passing the Hindi Word Processing/Hindi Typing Exam 30 w.p.m Central Government Employees after fulfilling the prescribed conditions shall be awarded Personal Pay equivalent to their one increment for period of 12 months. **(O.M.No.-12014/2/76-रा.भा.(डी), Dated 02/09/1976 Para 1(4))**
- Officers/Employees are given cash awards as per the following table on passing the Hindi Word Processing/Hindi Typing Examination through correspondence and fulfilling the prescribed conditions. This amount is paid by the offices of the trainees. **(O.M. No.-15/5/69-हिंदी (1) दिनांक 14.05.1969 and O.M. No. 21034/66/2010- रा.भा.(प्रशि.) Dated 29/07/2011 and O.M. 21034/25/2025-OL (Training) Dated 01.07.2025)**

1.	On securing 97% or more marks	₹ 6000/-
2.	On securing 95% or more marks but less than 97%	₹ 4000/-
3.	On securing 90% or more marks but less than 95%	₹ 2000/-

Note:

- Those candidates, who pass Hindi Word Processing/Hindi Typing Examination with their own efforts, will be given Cash award Even if they score 5% less mark than those mentioned in above table. **(O.M. No. 21034/66/2010-O.L. (Training) dated 29.07.2011.)**

- 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. 4000/- in addition to other financial incentives. **{O.M. No. 21034/25/2024-O.L. (Training) dated 01.07.2025}**.

Examination Fee

- This training is free of cost, but an examination fee of ₹ 100/- (Rupees one hundred only) per employee shall have to payable for Corporations, Bodies/Undertakings, and Nationalized Banks etc. Examination fee will be paid online as per the method mentioned at Annexure-B to **“Deputy Director (Exam), Hindi Teaching Scheme”, New Delhi.**

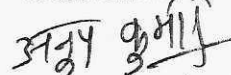
Procedure of Enrolment and Proforma:

- Details of the officers/Employee's names for the above training may be send in the attached Nomination form (Annexure-A) and the same may be forwarded to **Deputy Director (Hindi Typing & Hindi Stenography), Hindi Word Processing/Hindi Typing Correspondence Training Wing, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prithavi Raj Road, New Delhi – 110011 till dated 30th July, 2026.**
- The nomination of the candidates shall be forwarded in the enclosed nomination form 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 yet to be trained may also be clearly mentioned.
- Nomination received after the last date will be given admission in the next session and information will be given to their offices.
- **Nominated trainee will participate in the Personal Contact Programme for sorting out the personal learning difficulties. The Officers/Employees participating in this Programme are treated as on duty. Those avoiding/not attending the personal contact programme will not be permitted in the exams.**
- It is the responsibility of the administrative head of the concerned office that maximum number of officers/employees are nominated for the training.
- The trainees have to practice lessons minimum one hour daily.
- The lessons practiced by the trainees should be sent to Deputy Director (Hindi Typing & Hindi Stenography), Hindi Word Processing/Hindi Typing Correspondence Wing, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prithavi Raj Road, New Delhi – 110011
- Any query regarding training can be obtained through E-mail also.

SPECIAL NOTE

- It is requested to administrative heads of all ministries, Departments, Undertakings, Corporations, to circulate this in all attached offices/units/branches at the earliest.
- It is the responsibility of the administrative heads of the offices concerned to ensure that more and more personnel be nominated for the training and the staff enrolled should regularly exercise and should be present in examination compulsorily so as to optimally utilize the available resources and to achieve the desired targets of training within stipulated time.
- Hindi Word Processing/Hindi Typing Training and Examination will be on ‘Inscript’ Key Board layout only, which is standard key board of Government of India.
- While making any type of correspondence, signing officers are required to provide their e-mail and mobile number, so as to make it convenient to establish communication as and when necessary.

Yours faithfully



(Anoop Kumar)

Deputy Director (Hindi Typing & Hindi Stenography)
(CHTI 1055)

Contact Address:

Anoop Kumar,
Deputy Director (Hindi Typing & Hindi Stenography)
Hindi Word Processing/Hindi Typing Correspondence Wing,
Central Hindi Training Institute,
Ministry of Home Affairs, Department of Official Language, 2-A, Prithvi Raj Road,
New Delhi -110011.
Tel. No. 011-20843031
Mobile No. 9433465174
E-mail: cht1055@nic.in

Vishwajeet Kumar,
Assistant Director (Hindi Typing & Hindi Stenography)
Hindi Word Processing/Hindi Typing Correspondence Wing,
Central Hindi Training Institute,
Ministry of Home Affairs, Department of Official Language, 2-A, Prithvi Raj Road,
New Delhi -110011.
Tel. No. 011-20843031
Mobile No. 7569971249
E-mail: cht1074-dol@gov.in

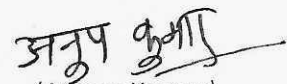
Endorsement No.-19016/5/2026/ HTTP/ CHTI/

Dated

Copy forwarded for information and for necessary action:

1. Senior Principal Private Secretary to Secretary, Department of Official Language, Ministry of Home Affairs, NDCC Building, New Delhi-110001.
2. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, NDCC Building, New Delhi-110001.
3. Comptroller and Auditor General of India, Pocket-9, Deendayal Upadhyay Marg, New Delhi-110124
4. Union Public Service Commission, Shahjahan Road, New Delhi-110001.
5. Election Commission of India, Ashok Road, New Delhi-110001.
6. Vigilance Commission of India, Satarkata Bhavan, INA, New Delhi-110023.
7. Staff Selection Commission, Block-12, Lodhi Road, CGO Complex, New Delhi-110003.
8. Rajya Sabha Secretariat, Room No.-629, Taires Floor, Sansad Bhawan Annexy, New Delhi-110001.
9. Lok Sabha Secretariat, Computer Management Section (Software Unit), Sansad Library Bhawan, New Delhi-110001.
10. Central Hindi Directorate, West Block-7, R. K. Puram, New Delhi-110066.
11. Kendriya Hindi Sansthan, NRPC Colony, Block-B, Kutub Institutional Area, New Delhi-110001.
12. Secretary, Committee of Parliament on Official Language, 11 Teen Murti Marg, New Delhi-110011
13. Director (Policy & Coord.), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
14. Director (Service), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
15. Director (Technical), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.

16. Director (Research), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
17. Director (Training), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
18. Director, Central Translation Bureau, Antyoday Bhawan, CGO Complex, New Delhi-110003.
19. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
20. Director (Rajbhasha), Railway Board, Ministry of Railway, Rail Bhawan, New Delhi-110001.
21. Joint Director (Hindi Typing & Hindi Stenography), HOO, Central Hindi Training Institute, New Delhi.
22. Deputy Director (Implementation), Department of Official Language, New Delhi, Mumbai, Bengaluru, Kolkata, Bhopal, Cochin, Guwahati and Ghaziabad.
23. Deputy Director/Assistant Director (Language) & HOO, Hindi Teaching Scheme (Examination/ Central North/Eastern/North East/South/Western Region), New Delhi/ Kolkata/Guwahati/Chennai/ Secunderabad and Navi Mumbai.
24. Deputy Director (Hindi Typing & Hindi Stenography), Hindi Teaching Scheme, (North Central, East-North-East & South-West), New Delhi/Kolkata/Navi Mumbai.
25. Incharge Assistant Director (Hindi Typing & Hindi Stenography), Central Hindi Training Institute (Gahan), 2-A, Prithvi Raj Road, New Delhi.
26. Assistant Director (Hindi Typing & Hindi Stenography) and Nodal Officer (Website update) Research and Analysis Unit, Central Hindi Training Institute, New Delhi with this direction that they will make it upload on the portal of the Central Hindi Training Institute website.
27. Assistant Director (Hindi Typing & Hindi Stenography) Central Hindi Training Sub-Institute, Kolkata/Bengaluru/Secunderabad and Mumbai.
28. All Officers in Overall in-Charge, Hindi Teaching Scheme.
29. Heads of all Town Language Implementation Committee.



(Anoop Kumar)

Deputy Director (Hindi Typing & Hindi Stenography)
(CHTI 1055)

शुल्क संबंधी जानकारी

अनुलग्नक - ख

विकल्प - I

RTGS/NEFT के लिए आवश्यक विवरण:-

बैंक का नाम	-	भारतीय स्टेट बैंक, नार्थ ब्लॉक, नई दिल्ली
खाता संख्या	-	35148065018
ब्रांच कोड	-	00625
IFSC	-	SBIN0000625

विकल्प - II

ANNEXURE 'B'

Steps to Pay Fee Online

स्टेप-1



सबसे पहले भारतीय स्टेट बैंक की वेबसाइट www.onlinesbi.com ओपन करें, फिर STATE BANK COLLECT उप-शीर्षक पर जाएँ।

अथवा

भारतीय स्टेट बैंक की वेबसाइट www.onlinesbi.com के मुख्य शीर्षक STATE BANK OF INDIA पर क्लिक करें, फिर STATE BANK COLLECT नामक उप-शीर्षक पर क्लिक करें एवं सभी शर्तों को स्वीकार करें।

स्टेप-2



STATE OF CORPORATE/INSTITUTION में ALL INDIA का चयन करें, उसके बाद TYPE OF CORPORATE/INSTITUTION में GOVERNMENT DEPARTMENT चुनें एवं GO पर क्लिक करें।

स्टेप-3



GOVERNMENT DEPARTMENT का नाम वाले कॉलम के पुल-डाउन मेन्यू से HINDI TEACHING SCHEME, DEPARTMENT OF OFFICIAL LANGUAGE MHA का चयन करें।

स्टेप-4



SELECT PAYMENT CATEGORY में HINDI TEACHING SCHEME को चुनें, अब एक फॉर्म खुल जाएगा।

स्टेप-5



फॉर्म को भरने के बाद SUBMIT करें, फिर अपने भरे हुए विवरण को CONFIRM करके PAYMENT करें।

स्टेप-6



PAYMENT करने के बाद RECEIPT के प्रिंट की प्रति उप निदेशक (परीक्षा), हिंदी शिक्षण योजना, पूर्वी खंड-7, लेवल-6, रामकृष्णपुरम, नई दिल्ली-110066 को भेजना अनिवार्य है।

CENTRAL HINDI TRAINING INSTITUTE
HINDI WORD PROCESSING/HINDI TYPING CORRESPONDENCE TRAINING
Session (3rd August, 2026 to January, 2027).

क्र.सं.	प्रशिक्षार्थी का विवरण (हिंदी में)	Details of Scholars (In English Capital Letters)
1.	प्रशिक्षार्थी का नाम :	Name of Trainee:
2.	लिंग (स्त्री/पुरुष) :	Gender (F/M)
3.	माता/पिता/पति का नाम :	Name of Mother/Father/Husband's:
4.	प्रशिक्षार्थी का पदनाम :	Designation:
5.	मातृभाषा :	Mother tongue:
6.	हिंदी भाषा में ज्ञान का स्तर : स्नातकोत्तर/ स्नातक/ इंटरमीडिएट/ दसवीं/ आठवीं/प्रबोध/प्रवीण/प्राज्ञ	Knowledge of Hindi: Post Graduate / Graduate / Intermediate/ Tenth/ Prabodh /Praveen / Pragya
7.	मंत्रालय :	Name of Ministry:
8.	विभाग का नाम :	Name of Department:
9.	कार्यालय का पूरा पता :	Full Office Address:
10.	नामित करने वाले अधिकारी का नाम, पदनाम, मोबाइल सं. व ईमेल:	Name, Designation, Mobile No. & Email of the Nominating Officer:
11.	प्रशिक्षार्थी का मो.सं.(व्हाट्सऐप नं.) एवं ई-मेल आईडी :	Mobile No. (WhatsApp No.) & Email ID of Trainee:
12.	परीक्षा शुल्क विवरण:	Exam Fee Details: Amount Draft No. & Date Name of Branch Or Online details:

I hereby declare that:

1. I have not passed Hindi Word Processing/Hindi Typing examination from any recognized Institute.
2. 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.

Signature of Candidate

Name of Nominating Officer/Liaison Officer & Sign.
(With Office Stamp)