



सत्यमेव जयते

संख्या/No : 13/1/2026/उ.नि.(टं./आ.)/ 702

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

हिंदी शिक्षण योजना/HINDI TEACHING SCHEME

हिंदी शब्द संसाधन/हिंदी टंकण एवं हिंदी आशुलिपि प्रशिक्षण स्कंध

HINDI WORD PROCESSING/HINDI TYPING &amp; HINDI STENOGRAPHY TRAINING WING

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

आर. के. पुरम/R.K. Puram,

नई दिल्ली/New Delhi-110066

दिनांक/Dated 07/04/2026

To

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

**Sub: Hindi Word Processing/Hindi Typing, Long-term training Session: August, 2026 -  
January, 2027 reg.**

Sir/Madam,

With reference to the above subject, you are informed that upcoming session of long-term training of Hindi Word Processing/Hindi Typing at Hindi Word Processing/Hindi Typing and Hindi Stenography training centres, will start from August, 2026 under the Hindi Teaching Scheme (North-Central), Department of Official Language, Ministry of Home Affairs.

The admission of the trainees will be on **13 August, 2026 (10:00 AM to 5:00 PM)**. **Admission will be on "first come first serve basis."** Classes will begin from **17 August, 2026**. The details of training centres of Hindi Teaching Scheme (North-Central region) are given at Annexure 'A'. All the trainees will have to compulsorily attend their classes at their respective training centres. It will be responsibility of the administrative head of the respective offices to ensure regular attendance of the trainees in the class. Following are the major points of Hindi Word Processing/Hindi Typing and Hindi Stenography training:

**BRIEF INFORMATION OF TRAINING**

Name of Course	Duration of Training and Exam	Eligibility	Eligibility in Hindi
Hindi Word Processing/ Hindi Typing	<b>Duration</b> August, 2026 to January, 2027 6 month - One Hour Daily. <b>Exam</b> 2 <sup>nd</sup> or 3 <sup>rd</sup> week of January, 2027	Only those Officers/Employees will be admitted to the training of Hindi Word Processing/Hindi Typing on computers who have not undergone the said training so far.	Those employees who have passed their middle (8th) examination with Hindi or any other equivalent examination such as Praveen etc. of Hindi Teaching Scheme are eligible for this training.

**Obligatory:**

The course is obligatory for English Typists/Lower Division Clerks/Junior Secretariat Assistants, 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.

**Voluntary Basis:**

1. At present Hindi Word Processing/Hindi Typing training under CHTI/HTS, is not mandatory for Assistants/Assistant Section Officer, Upper Division Clerks/Senior Secretariat Assistants and Hindi Translators/Junior Translation Officers/ Senior Translation Officers. Therefore, they can also be nominated to Hindi Word Processing/Hindi Typing training on Voluntary Basis, but they would be admitted only subject to availability of seats. **These employees will be entitled to all kinds of financial benefits/ financial incentives etc., such as personal pay, cash awards and lump sum rewards etc., on passing the Hindi Word Processing/ Hindi Typing test.**

2. Such Gazetted officers of all categories, for whom training in Hindi Work Processing/Hindi Typing is not compulsory but is useful, can be nominated on voluntary basis and can also be admitted in the classes if seats are available, but such officers will not be entitled to any kind of financial benefit/financial incentive etc. Such as personal pay, cash award and lump sum award etc. On passing the Hindi Word Processing/Hindi typing examination after training.

- It is worth mentioning that the "Basic Training Programme for working in Hindi on Computer" organized by the Department of Official Language is not a substitute for this Hindi word processing/Hindi typing training. Therefore, no exemption from Hindi word processing/Hindi typing training will be given to such employees, who have received the above "Basic Computer Training".

#### FINANCIAL INCENTIVES

- On obtaining Hindi Word Processing/Hindi Typing training and passing the examination, Central Government employees after fulfilling the prescribed conditions shall be awarded Personal pay equivalent to their one annual increment. **(O.M.No.-12014/2/76-रा.भा.(डी), Dated 02/09/1976 Para 1(4))**
- Actual conveyance charges for travelling in a public conveyance may be payable for training class if distance is more than 1.6 K.M.
- After getting training in Hindi Word Processing/Hindi Typing and Hindi Stenography, and subject to passing the examination with the percentage of marks prescribed in Office Memorandum No. 21034/25/2024-Rajbhasha (Trg.) dated 01/07/2025 issued by the Department of Official Language, Ministry of Home Affairs, and Letter No. 07/57/2024-HTS/(Hqr)/2039 dated 26/08/2025 issued by the Central Hindi Training Institute provided that as per the stipulated conditions are fulfilled by the Central Government employees are also entitled to receive cash awards as per the table given below. The disbursement of cash awards, etc., will be done by the respective offices of the trainees as mentioned below: -

#### HINDI WORD PROCESSING / HINDI TYPING

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

#### EXAMINATION FEE

- This training Course is free of cost for employees of Central Government Ministries/Departments/Subordinate offices. But, an examination fee of ₹100/- (Rupees one hundred only) per employee is payable by Corporation/Bodies/Undertakings and Nationalized Banks etc. Examination fee should be paid through Draft or online as per process mentioned in Annexure 'B' in the favor of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi.**

#### PROCEDURE FOR NOMINATION

- The details of officers/employee to be nominated for the above training should be sent directly to the Center In-charge till 31 July, 2026 in the prescribed nomination format.

- Nominations must be sent in the prescribed format (Annexure 'D'). All details must be filled in bilingual form and name of nominating officer, full address of office, telephone number and e-mail ID must be mentioned in the Capital Letter so that there should be no difficulty in correspondence. The number of employees remaining for training must also be shown in Annexure 'C'.
- Incomplete nomination forms shall be rejected without assigning any reason to this effect.
- No separate confirmation letter will be sent to the employees nominated for training. All the nominated employees should reach their respective training centers on time on the scheduled dates. Trainees must Report for Admission on 13- August, 2026 (10.00 am to 5.00 pm) on their respective training centers. Admission will be on "**First Come First Serve Basis**".
- Employees, who report for training, shall be provided with written confirmation by the Assistant Director In-charge (Hindi Typing and Hindi Stenography) of respective training center, which would be further submitted to respective office by the concerned trainees for information, so that appropriate action may be taken by the office for those employees who have not been enrolled.

#### 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 attend classes regularly 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.
- Once admitted for training no personnel should normally be transferred till the completion of training.
- 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,



(ANITA RAIKWAR)

Deputy Director (Hindi Typing and Hindi Stenography)

E-mail: [ddts-hts-nc-dol@nic.in](mailto:ddts-hts-nc-dol@nic.in)

Mobile- 7416551976

Copy forwarded for information and for necessary action:

1. Senior Principal Private Secretary to Secretary, Department of Official Language, Ministry of Home Affairs, NDCC-II Bhawan, Jai Singh Road, New Delhi-110001.
2. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, NDCC-II Bhawan, Jai Singh Road, New Delhi-110001.
3. Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyay Marg, New Delhi-110124
4. Union Public Service Commission, Shahjahan Road, New Delhi-110069
5. Election Commission, Ashok Road, New Delhi-110001
6. Vigilance Commission, Block-A, Vigilance Bhawan, I.N.A., New Delhi-110023.
7. Staff Selection Commission, Block No. 12, C.G.O. Complex, Lodhi Road, New Delhi-110003.
8. Rajya Sabha Secretariat, Room No. 629, Terrace Floor, Parliament House Annexe, New Delhi-110001
9. Lok Sabha Secretariat, Computer Management Branch (Software Unit), Parliament Library Building, New Delhi – 110001.
10. Central Hindi Directorate, West Block 7, R.K. Puram, New Delhi-110066
11. Central Hindi Institute, NRPC Colony, Block B, Qutub Institutional Area, New Delhi - 110016.
12. Secretary, Committee of Parliament on Official Language, 11 Teen Murti Marg, New Delhi-110011
13. Director, Central Hindi Training Institute, Pt. Deen Dayal Antyodaya Bhawan, CGO Complex, New Delhi-110003
14. Director (Policy & Coord.), NDCC-II Bhawan, Jai Singh Road, New Delhi-110001.
15. Director (Training), NDCC-II Bhawan, Jai Singh Road, New Delhi-110001
16. Secretary, Banking Division, Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Sansad Marg, New Delhi-110001
17. Director (Official Language), Railway Board, Rail Bhawan, Raisina Road, Rajpath Area, Central Secretariat, New Delhi – 110001.
18. Joint Director (Hindi Typing & Hindi Shorthand) and Head of Office, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 7th Floor, Pt. Deendayal Antyodaya Bhawan (Paryavaran Bhawan), CGO Complex, Lodhi Road, New Delhi-110003.
19. Deputy Director (Hindi Typing and Hindi Shorthand), Hindi Teaching Scheme (East-North-East/West-South), Kolkata / Navi Mumbai.
20. All Assistant Director (Language) & HOO, North Central/North East/South/West/East, Hindi Teaching Scheme/Central Hindi Training Institute, New Delhi/Guwahati/Chennai/Navi Mumbai/ Kolkata.
21. Assistant Director (Language) & HOO (Exam), East Block-7, level-6, R. K. Puram, New Delhi.
22. Deputy Director (Implementation), Department of Official Language, Bhikaji Cama Place, R.K. Puram, New Delhi.
23. Assistant Director (Hindi Typing and Hindi Stenography), Hindi Teaching Scheme, New Delhi/Jammu/Chandigarh/ Kanpur/Jabalpur.
24. Assistant Director (Hindi Typing and Hindi Stenography) and Nodal Officer (Website update) Research and Analysis Unit, Central Hindi Training Institute, Antyodaya Bhawan, New Delhi.



**(ANITA RAIKWAR)**

**Deputy Director (Hindi Typing and Hindi Stenography)**

**E-mail: [ddts-hts-nc-dol@nic.in](mailto:ddts-hts-nc-dol@nic.in)**

**Mobile- 7416551976**

**ANNEXURE 'A'**

**LIST OF HINDI WORD PROCESSING/HINDI TYPING AND HINDI STENOGRAPHY TRAINING CENTER  
TRAINING CENTERS IN NEW DELHI**

SL. No.	Name and address of training centers	Name and telephone number of Assistant Directors (Hindi Typing & Hindi Stenography)	Office/Building, Where the employees will be given preference	Medium of Training
1	Dak Bhawan Room no. 109 B First Floor, DakBhawan Parliament Street New Delh-11001	Shri Babu Ram Bohra 8586987754 <a href="mailto:chti1052@nic.in">chti1052@nic.in</a>	Dak Bhawan, Patel Bhawan, Nirvachan Sadan, Sanchar Bhawan, Cannought palace, Parliament Steet and nearby located all offices	On Computer
2.	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi-110069	Shri Mahendra Kumar Tel. 23098591/4711 <a href="mailto:chti1061@nic.in">chti1061@nic.in</a>	UPSC, LoknayaK Bhavan, Akbar Road Hutments, Jam Nagar House, CGO complex and nearby located all offices	On Computer
3.	Rail Bhawan Room No. 564 J Rail Bhavan, New Delhi -110001	Sh. Anil Kumar Tel. 26175246 Mob. 8851076482 <a href="mailto:anilbaghel2337@gmail.com">anilbaghel2337@gmail.com</a> <a href="mailto:chti1077-cthi@gov.in">chti1077-cthi@gov.in</a>	Rail Bhawan, North Block, Krishi Bhawan, Shashtri Bhawan, Shram Shakti Bhawan and nearby located all offices	On Computer
4.	Ram Krishna Puram East Block-2, Level-1 Ram Krishna Puram New Delhi110066	Shri Charanjeet Verma 26186035 <a href="mailto:chti1056@nic.in">chti1056@nic.in</a> <a href="mailto:charanjeet_verma1965@yahoo.com">charanjeet_verma1965@yahoo.com</a>	Ram Krishna Puram and nearby located all offices	On Computer
5.	Ram Krishna Puram East Block-7, Level-6 Ram Krishna Puram New Delhi-110066	Shri Sanjay Kumar Mob 7982955085 9540865812 <a href="mailto:Chti1070-dol@nic.in">Chti1070-dol@nic.in</a>	Ram Krishna Puram and nearby located all offices	On Computer
6.	GPOA Room No 6301, Zoan-3, 6 <sup>th</sup> Floor, GPOA3, Netaji Nagar, New Delhi- 110023	Sh. Vikas Kumar Mob. 9761407293 <a href="mailto:Vikasair541@gmail.com">Vikasair541@gmail.com</a> <a href="mailto:chti1078-cthi@gov.in">chti1078-cthi@gov.in</a>	Netaji Nagar, Ram Krishna Puram, Nirman Bhawan, Udyog Bhawan, Vayu Bhawan, Sena Bhawan, South Block, president House, Videsh Mantralay and nearby located all offices	On Computer
7.	Niti Aayog Room No. 427-C, Fourth Floor, Parliament Street New Delhi -110001	Sh. Varun Kumar Tel. 23042529 Mob. 9837736242 <a href="mailto:Varunlakra2467@gmail.com">Varunlakra2467@gmail.com</a> <a href="mailto:chti1083-cthi@gov.in">chti1083-cthi@gov.in</a>	Niti Aayog, Akashvani Bhawan, RBI, , Shram Shakti Bhawan, Parivahan Bhawan and nearby located all offices	On Computer

**LIST OF HINDI WORD PROCESSING/HINDI TYPING AND HINDI STENOGRAPHY TRAINING CENTERS  
LOCATED OUTSIDE NEW DELHI UNDER  
HINDI TEACHING SCHEME (North-Central)**

SL .No.	Name and address of training centers	Name and telephone number of Assistant Directors (T/S)	Medium of Training
1.	Hindi Word Processing/Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, 1005 Nav Adarsh Colony, M.R.4 Road, Jabalpur (MP) 482001	Sh. Ghanshyam Prasad Namdeo Mob. 9703239649, 09398827170 <a href="mailto:chti1065@nic.in">chti1065@nic.in</a>	On Computer
2.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, 5 <sup>th</sup> Floor, Kendriya Sadan, Sector 9A Chandigarh 160009	Shri Arvind Kumar Mob. 09039058140 <a href="mailto:chti1069@nic.in">chti1069@nic.in</a>	On Computer
3.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, Sector 06, Babliyana Road,Near Durga Mandir, Gangyal, Jammu 180010	Shri Santosh Kumar Mob. 08962655337 <a href="mailto:chti1072-dol@nic.in">chti1072-dol@nic.in</a>	On Computer
4.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, C.Q.A.(GS), Opposite Cantt Hospital, Meerpur Cantt., Kanpur 208004	Sh. Nawaz Sharif Mob. 08057486877 <a href="mailto:nawazksp@gmail.com">nawazksp@gmail.com</a> <a href="mailto:chti1079-ctti@gov.in">chti1079-ctti@gov.in</a>	On Computer

**Steps to Pay Fee Online****स्टेप-1**

सबसे पहले भारतीय स्टेट बैंक की वेबसाइट [www.onlinesbi.com](http://www.onlinesbi.com) ओपन करें, फिर **STATE BANK COLLECT** उप-शीर्षक पर जाएँ।

अथवा

भारतीय स्टेट बैंक की वेबसाइट [www.onlinesbi.com](http://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 फार्म खुल जाएगा।

**स्टेप-5**

फार्म 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।

**Remaining number of employees for Hindi word processing / Hindi typing and Hindi Stenography Training as on 31-07-2026**

(This is mandatory)

Hindi Word Processing/Hindi Typing	Hindi Stenography

Name of Officer .....

Full Office Address .....

.....

.....

Tel. No.....

E-mail ID.....

हिंदी शिक्षण योजना  
हिंदी शब्द संसाधन/हिंदी टंकण प्रशिक्षण कार्यक्रम अगस्त, 2026 – जनवरी, 2027  
सभी विवरण अनिवार्य रूप से भरें  
परीक्षार्थी की स्थिति : नियमित/प्राइवेट

क्र.सं.	प्रशिक्षार्थी का विवरण (हिंदी में)	Details of Scholars (In English Capital Letters)
1.	प्रशिक्षार्थी का नाम :	Name of candidate:
2.	लिंग (स्त्री/पुरुष) :	Gender (F/M):
3.	पिता/पति का नाम :	Name of Father's/Husband's:
4.	प्रशिक्षार्थी का पदनाम :	Designation of trainee:
5.	मातृभाषा :	Mother tongue:
6.	हिंदी भाषा में ज्ञान का स्तर स्नातकोत्तर/स्नातक/इंटरमीडिएट/दसवीं/ आठवीं/पांचवीं/प्रबोध/प्रवीण/प्राज्ञ	Knowledge of Hindi: Post Graduate / Graduate / Intermediate/ Tenth/ Eighth / Fifth / Prabodh / Praveen / Pragya
7.	मंत्रालय :	Name of Ministry:
8.	विभाग का नाम :	Name of Department:
9.	कार्यालय का पूरा पता एवं दूरभाष :	Full office address with phone number:
10.	नामित करने वाले अधिकारी का नाम, पदनाम, ईमेल :	Name, Designation & Email of the Nominating Officer:
11.	प्रशिक्षार्थी की ई-मेल आईडी (कार्यालय अथवा व्यक्तिगत) <b>केपीटल अक्षर</b>	Candidate's E-mail ID (Official or personnel): <b>Capital Letters.</b>
12.	दूरभाष/मोबाइल/W	Tel./Mobile/W
13.	<b>आधार संख्या : अनिवार्य</b>	Aadhar No. <b>Mandatory</b>
14.	परीक्षा शुल्क विवरण : (केंद्र सरकार के निगम/निकाय/उपक्रम तथा राष्ट्रीयकृत बैंक के लिए)	Exam Fee Details: Amount Draft No. & Date Name of Branch

प्रशिक्षार्थी के हस्ताक्षर

नामित करने वाले अधिकारी के हस्ताक्षर (मोहर सहित)