

संख्या/No : 13/1/2019/उ.नि.(टं./आ.)

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

हिंदी शिक्षण योजना हिंदी शब्द संसाधन/हिंदी टंकण एवं आशुलिपि प्रशिक्षण

HINDI TEACHING SCHEME, HINDI WORD PROCESSING/ 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 15.11.2022

To

All Liaison Officers (Hindi),

Director/Joint 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 and Hindi Stenography Long Term Off-line Training - February 2023 Session.

Sir/Madam,

In view of the situation easing out of Covid epidemic, the next session of Hindi Word Processing/Hindi Typing and Hindi Stenography Long Term Training will be conducted off-line by the Hindi Teaching Scheme (NC) from February, 2023 at various training centres (Annexure 'A') located at New Delhi.

The admission of the trainees is scheduled to be held on 13th-14th February, 2023 (10:00 AM to 5:00 PM). It will be on 'first come first serve basis'. Regular classes will begin from 17th February, 2023. Please ensure nomination of the staff eligible for the training courses referred above to the Officer In charge of the training centres directly under intimation to this office till 31st January, 2023 in prescribed format (Annexure 'B'). It will be the responsibility of the administrative head of the respective offices to ensure regular attendance of the trainees in the classes. Following are the salient points of Hindi Word Processing/Hindi Typing and Hindi Stenography training: -

BRIEF INFORMATION OF TRAINING IN HINDI STENOGRAPHY

Name of the Course	Hindi Stenography
Duration	February, 2023 to January, 2024, 01 hour daily.
Examination	2 nd or 3 rd week of January, 2024
Qualification in Hindi	Matric with Hindi or any other equivalent examination such as PRAGYA by Hindi Teaching Scheme
Eligibility	<p>Only those Officers/Employees will be admitted to the training of Hindi Stenography who have not undergone the said training so far.</p> <p>Obligatory: All categories of English Stenographers/PAs/PSs.</p> <p>Voluntary: Such LDCs/JSAs/Typists as have passed out Hindi Typing Exam subject to seats vacant and provided that the concerned office/dept. Certifies that the proficiency so achieved in Hindi stenography will be utilized in official work can also be nominated on voluntary basis. But such employees will not be entitled to any kind of financial benefits/incentives on passing the exam.</p>

Final.

BRIEF INFORMATION OF TRAINING IN HINDI WORD PROCESSING

Name of the Course	Hindi Word Processing/Hindi Typing
Duration	February, 2023 to July, 2023, 01 hour daily.
Examination	2 nd or 3 rd week of July, 2023
Qualification in Hindi	Middle (8 th) with Hindi or any other equivalent examination such as PRAVEEN by Hindi Teaching Scheme
Eligibility	<p>Only such officers/staff will be admitted to the Hindi Word Processing training as have not undergone the said training so far.</p> <p>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.</p> <p>Voluntary Basis: 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. Therefore, they can also be nominated to this course 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 exam. (vide OM No.12016/2/78-OL(D) dated 10.01.1979)</p> <p>2. Such Officers of all other categories, for whom Hindi Word Processing/ 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.</p>

FINANCIAL INCENTIVES

- On passing out Hindi Word Processing/Hindi Typing examination, Central Government employees after fulfilling the prescribed conditions shall be awarded Personal pay equivalent to their one annual increment.
- Personal pay equal to the amount of one increment for a period of 12 months is granted to the employees of Central Govt. after fulfilling the prescribed conditions on passing out the Hindi Stenography exam with 70% marks (for non-gazetted) and 75% marks (for gazetted) vide OM No.21034/08/2017-OL(Training) dated 26.07.2017 of Official Language Deptt.
- The Stenographers whose mother tongue is not Hindi are granted personal pay equal to the amount of two increments on passing Hindi Stenography exam.
- Actual conveyance charges for travelling in a public conveyance may be payable for training class if the distance is more than 1.6 KM.
- On passing Hindi Word Processing/Hindi Typing and Hindi Stenography examination and after fulfilling the prescribed conditions, Central Government employees will be given cash award as per the following tables. Personal Pay/Cash award will be paid by the concerned offices only:-

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

- This training Course is free of cost, but an examination fee of Rs 100/- (Rupees one hundred only) per employee is payable by the employees of Corporations/Autonomous Bodies/Undertakings and Nationalized Banks etc. Examination fee should be paid through Draft in favor of Deputy Director (Exam), Hindi Teaching Scheme, New Delhi. or online as per process mentioned in Annexure 'C'

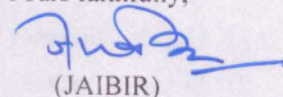
PROCEDURE FOR NOMINATION

- The details of officers/employee to be nominated for the above training should be sent directly to the Center In-charge till 31 January, 2023 in the prescribed nomination format.
- Nominations must be sent in the prescribed format and name of the nominating officer, full address of office, telephone number and e-mail ID must be mentioned in the letter so that there should be no difficulty in correspondence. The number of employees remaining for training must also be shown in Annexure 'D'
- No separate confirmation letter will be sent to the employees nominated for training.
- The nominated employees who report will be provided with written information by the Assistant Director In-charge (T/S), which would be submitted by the concerned employees to their office for information so that appropriate action may be taken by the office for those employees who are not enrolled.

NOTE

- It is requested to administrative heads of all ministries, departments, undertakings, Corporations to circulate this in all their 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 attend classes regularly and be present in examination so as to achieve the set targets of training in time.

Yours faithfully,



(JAIBIR)

Deputy Director (T/S)

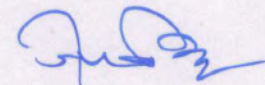
Chti1044

Endorsement No.-13/1/2021-DD(TS) / 2367-2466

Dated: 09/12/2022

Copy forwarded for information and for necessary action:

1. Senior Principal Private Secretary to Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
2. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
3. Comptroller and Auditor General of India, New Delhi.
4. Union Public Service Commission, Shahjahan Road, New Delhi.
5. Election Commission, New Delhi.
6. Vigilance Commission, New Delhi.
7. Staff Selection Commission, CGO Complex, New Delhi.
8. Rajya Sabha/Lok Sabha Secretariat.
9. Director, Central Hindi Directorate, West Block 7, R.K. Puram, New Delhi.
10. Director, Kendriya Hindi Sansthan, New Delhi
11. Secretary, Committee of Parliament on Official Language, 11 Teen Murti Marg, New Delhi.
12. Director, Central Hindi Training Institute, New Delhi.
13. Director (Policy & Coord.), DOL, MHA, New Delhi.
14. Deputy Secretary (Training), DOL, MHA, New Delhi.
15. Secretary, Banking Division, Ministry of Finance, New Delhi.
16. Director (Rajbhasha), Railway Board, Ministry of Railway, Rail Bhawan, New Delhi.
17. Joint Director (T/S)/Deputy Director (T/S), Central Hindi Training Institute, New Delhi.
18. Joint Director (Language), Hindi Teaching Scheme (NC), New Delhi.
19. Deputy Director (Exam), New Delhi with the request that they may make for arrangements of examinations.
20. All Deputy Directors (North Central)/North East/South/West/East/T&S, Hindi Teaching Scheme/Central Hindi Training Institute.
21. Deputy Director (T/S), Hindi Teaching Scheme, Kolkata.
22. Deputy Director (Implementation), Department of Official Language, New Delhi.
23. Asstt. Director (Typing/ Stenography), Hindi Teaching scheme, New Delhi/Jammu/Chandigarh/Kanpur/Jabalpur.
24. Assistant Director (Typing/Stenography) and Nodal Officer (Website update) Research and analysis unit, Central Hindi Training Institute, Antyodaya Bhawan, New Delhi.



(JAIBIR)
Deputy Director (T/S)
chti1044

LIST OF TRAINING CENTERS IN NEW DELHI

SL. No.	Name and address of training centers	Name and telephone number of Assistant Directors (T/S)	Office/Building, Where the employees will be given preference	Medium of Training
1.	Ram Krishna Puram East Block-2, Level-1 Ram Krishna Puram New Delhi-66	Shri Charanjeet Verma 26186035 chti1056@nic.in	Ram Krishna Puram and nearby located all offices	On Computer
2.	Ram Krishna Puram East Block-7, Level-6 Ram Krishna Puram New Delhi-66	Smt. Vinita Tiwari Tel. 26172546 Mob.8368432321 chti1071-dol@nic.in	Ram Krishna Puram and nearby located all offices	On Computer
3.	Dak Bhawan Room no. 109B First Floor, DakBhavan Parliament Street New Delhi	Shri Babu Ram Bohra 8586987754 chti1052@nic.in	Dak Bhawan, Patel Bhawan, Nirvachan Sadan, Sanchar Bhawan, Cannought palace, Parliament Steet and nearby located all offices	On Computer
4.*	Niti Aayog Room No. 427-C Parliament Street New Delhi	Shri Vibhuti Sharan Sinha Mob. 9910213246 chti1053@nic.in	Niti Aayog, Akashvani Bhawan, RBI, , Shram Shakti Bhawan, Parivahan Bhawan and nearby located all offices	On Computer Online
5.*	Rail Bhawan Room No. 564 J Rail Bhavan, New Delhi	Smt. Vinita Tiwari Tel. 23215045 Mob.8368432321 chti1071-dol@nic.in	Rail Bhawan, North Block, Krishi Bhawan, Udyog Bhawan, Shashtri Bhawan, Shram Shakti Bhawan and nearby located all offices	On Computer Online
6.	Nirman Bhawan Room No. 203 2 nd Floor F Wing Maulana Kalam Ajad Road New Delhi	Shri Vibhuti Sharan Sinha Mob. 9910213246 Tel. 23042529 chti1053@nic.in	Nirman Bhawan, Udyog Bhawan, Vayu Bhawan, Sena Bhawan, South Block, President House, Videsh Mantralay and Nearby located offices	On Computer
7.	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi-01	Shri Mahendra Kumar 23098591/4711 chti1061@nic.in	UPSC, Loknayak Bhavan, , Akbar Road Hutments, Jam Nagar House, CGO complex and nearby located all offices	On Computer

***Note:** Training Classes will be conducted online on the Training Centres mentioned against Sl. No. 4 & 5

**LIST OF TRAINING CENTERS LOCATED OUTSIDE NEW DELHI UNDER
HINDI TEACHING SCHEME (NC)**

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 Namdev Mob. 09703239649 chti1065@nic.in	On Computer
2.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, C.Q.A.(GS),Opposite Cantt Hospital, Meerpur Cantt., Kanpur 208004	Shri Yashwant Mathe Mob. 09039058140 chti1066@nic.in	On Computer
3.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center,Hindi Teaching Scheme, 5 th Floor, Kendriya Sadan, Sector 9A Chandigarh 160009	Shri Arvind Kumar Mob. 09039058140 chti1069@gov.in	On Computer
4.	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 chti1072-dol@nic.in	On Computer

हिंदी शिक्षण योजना
हिंदी शब्द संसाधन/हिंदी टंकण प्रशिक्षण
प्रशिक्षण सत्र जनवरी-जुलाई/अगस्त-जनवरी
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 : PostGraduate / 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.	ई-मेल आईडी (कार्यालय अथवा निजी) :	E-mail ID (Official or personnel):
12.	दूरभाष/मोबाइल :	Tel./Mobile :
13.	आधार संख्या :	Aadhar No.
14.	परीक्षा शुल्क विवरण :	Exam Fee Details : Amount Draft No. & Date Name of Branch

Sign. of the Trainee

Sign. of Nominating Officer (With Stamp)

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।

ANNEXURE 'D'

**Remaining number of employees for Hindi word processing / Hindi typing and Hindi stenography training
as on 31-01-2023**

(This is mandatory)

Hindi Word Processing/Hindi Typing	Hindi Stenography

Name of Officer

Full Office Address

.....

.....

Tel.No.....

Email ID.....