

टेली-फैक्स: 26173775

संख्या/No : 13/1/2019/उ.नि.(टं./आ.)/ 3845 - 4545

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 . 17-11-2019

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 : Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography to organize new classes from Feb-2020

Sir/Madam,

Next Session of Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography will be started from February 2020 at New Delhi centers under the Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, New Delhi. Trainees will be enrolled in classes on 14-15 February, 2020. Regular classes will be started from 18 February 2020. Please Send the nomination of Staff for the training to this office till 31-01-2020 on prescribed format, which is given on annexure 'B'.

It is targeted for completion of Hindi Typewriting and Hindi Stenography training up to year 2025, therefore you are requested to send personnels for training on priority basis.

BRIEF INFORMATION OF TRAINING

Name of course	Hindi Stenography
Duration	February 2020 to January 2021 01 Hours daily, 1 year
Examination	Second or Third week of January 2021
Qualification In Hindi	Matriculation with Hindi or any other equivalent examination such as PRAGYA by Hindi teaching Scheme

Name of the course	Hindi word processing/Hindi Typing
Duration	February 2020 to July 2020, (01 hour Daily, 6 Months)
Examination	Second or Third Week of July 2020
Qualification in Hindi	Middle (8 th) with Hindi or any other equivalent examination such as PRAVEEN by Hindi Teaching Scheme
<p>Eligibility – Only such officers/staff will be enrolled for Hindi Word Processing/Typing, who have not taken the training in Hindi Typing/Word Processing.</p> <p>Obligatory - This training is obligatory for all categories of English Typists/Lower Division Clerks, Postal Assistants and Office Assistants in Department of Post, Telecom Assistants in Department of Telecommunication, Tax Assistants in Department of Income Tax, Customs and Excise, Computer operators/Data Entry Operators etc. in various Ministries/Departments/Offices. In addition, such group 'C' employees will be included which have different designations and pay scales. 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>Voluntary – Presently, Hindi Typing training is not obligatory but useful for Assistants, Upper division clerks and Auditors or Selection Grade Auditors 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 incentives admissible under Hindi Teaching Scheme, i.e. Personal Pay, Cash prize etc. after the passing of Hindi Typing/Word Processing examination.</p> <p>2. All such officers, for whom Hindi Typing/Word Processing is not obligatory, 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 officers are not entitled to any monetary incentive i.e. Personal Pay, Cash prize and lump sum prize etc. After the training of Hindi Typing/Word Processing.</p>	

FINANCIAL INCENTIVES

- Personal pay equal to the amount of one increment for a period of 12 months is granted to the employees of the Central Government after fulfilling the prescribed conditions on passing the Hindi Typing/Word Processing and Hindi Stenography examination.
- Personal pay equal to the amount of one increment for a period of 12 months is granted to the employees of the Central Govt. after fulfilling the prescribed Condition, on passing the Hindi Stenography examination for Non Gazetted Stenographer obtaining 70% mark while gazetted stenographer obtaining 75% marks. (OM21034/08/2017-OL(Training))
- 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 K.M.
- 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 offices.

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 Undertakings, Banks, Corporations etc. have to pay examination fee of Rs 100 for Hindi Typing/Hindi Stenography. Examination fee will be paid in favour of Deputy Director (Exam), Hindi Teaching Scheme, New Delhi Payable at New Delhi by Draft.

PROCEDURE FOR NOMINATION AND PRESCRIBED FORMAT

- Detailed information of training centers is available on annexure 'A'.
- Nomination of employees for this training should be sent to this office till 31-01-2020 on prescribed format, which is given on annexure 'B'.
- Nominations must be sent in the prescribed format and name of nominating officer, full address of office, telephone number and e-mail ID must be indicated in letter so that there should be no difficulty in correspondence. Remaining number of employees for training must be indicated.
- A copy of nomination should also be sent to related center's Assistant Director in-charge.
- Trainees must contact the Assistant Director (T/S) for enrollment in Hindi Typing/Hindi Word processing and Hindi Stenography classes on 14-15 February 2020. (10:00 AM to 5:00 PM)
- In addition to this letter, no separate confirmation letter will be sent for enrollment to nominated employees. So, as per programs and description, which is given on this letter,

nominated employees will report on the prescribed date and time himself at concerned Center.

- Employees who will report, written information will be provided by Assistant Director-in-charge (T/S), which would be submitted by concerned employees for information to office, so that appropriate action may be taken by the office for those employees who are not enrolled.
- If any officer/employee does not get enrolment on the nearby training center of his office due to unavailability of seat can be sent to admission at any other listed center, where seat becomes available.

PARTICULAR

- It is requested to administrative heads to all ministries, Departments, Undertakings, Corporations, to circulate this in all attached offices/units/branches earlier.
- It is the responsibility of the administrative heads of the offices concerned to ensure that more and more personnels to be nominated for the training and ensured nominated staffs, enrolled in classes, to 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.

Yours faithfully,



(Sant Ram)

19.11.2019

Deputy Director (T/S)

Staff Code : Chti1035

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	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	Shrimati Vinita Tiwari 26172546	Ram Krishna Puram and nearby located all offices	On Computer
3.	Dak Bhavan Room no. 199B First Floor, DakBhavan Parliament Street New Delhi	Shri Babu Ram Bohra 8586987754	Dak Bhavan, Patel Bhavan, Nirvachan Sadan, Cannaught palace, Parliament Steet and nearby located all offices	On Computer
4.	Nirman Bhawan Room No. 203 2 nd Floor F Wing Maulana Kalam Ajad Road New Delhi	Shir Vibhuti Sharan Sinha 9910213246	Nirman Bhawan, Krishi Bhawan Vigyan Bhawan Udyog Bhawan Vayu Bhawan Nearby located offices	On Computer
5.	Yojna Bhavan Room No. 519-A Parliament Street New Delhi	Sushri Asha 23042529	Yojna Bhavan, Akashvani Bhavan, Shastri Bhavan and nearby located all offices	On Computer
6.	Rail Bhavan Room No. 564 J Rail Bhavan , New Delhi	Shrimati Usha Sharma 23215045	Rail Bhavan, Krishi Bhavan, Shashtri Bhavan and nearby located all offices	On Computer
7.	B-Block Room No. 107 B-Block Hutments (behind south Block) New Delhi	Shri Jaiveer 23014875	Sena Bhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments.	On Computer
8.	Union Public Service Commission Guest House Bhavan , Ground Floor, Dholpur House, Shahjahan Road, New Delhi-01	Shri Mahendra Kumar 23098591/4711	UPSC, Loknaya Bhavan, , Bharat Paryavas Kendra, Akbar Road Hutments, CGO complex and nearby located all offices	On Computer

Training		Description of nominated employee				Comfortable Center
Typing	Stneography	Name/Designation	Telephone/ E-Mail	Qualification in Hindi	Date of Birth	
1	2	3	4	5	6	

Remaining Number of employees for training in Hindi Typing and Hindi Stenography as on 31/01/2020

Hindi Typing/Hindi Word Processing	Hindi Stenography

Name and designation of nominating officer

Name and full address of the office.....

Telephone Number.....

E-Mail-Id.....

हिंदी शिक्षण योजना/केंद्रीय हिंदी प्रशिक्षण संस्थान
राजभाषा विभाग
प्रशिक्षार्थी का विवरण

प्रशिक्षण सत्र:

कक्षा का ना हिंदी शब्द संसाधन/हिंदी टंकण/आशुलिपि
परीक्षार्थी की स्थिति : नियमित/प्राइवेट/पत्राचार/गहन

क्र सं.	विवरण	DETAILS
1.	प्रशिक्षार्थी का नाम (हिंदी में):	Name OF candidate (BLOCK LETTERS)
2.	लिंग (स्त्री/पुरुष)	Gender(M/F)
3.	पिता/पति का नाम (हिंदी में):	Father's/Husband's name
4.	प्रशिक्षार्थी का पदनाम (हिंदी में)	Designation
5.	मातृभाषा	Mother tounge
6.	हिंदी भाषा में ज्ञान का स्तर : दसवीं से अधिक/ आठवीं से अधिक दसवीं से कम/पांचवीं से अधिक आठवीं से कम/ पांचवीं से कम/ प्रबोध/प्रवीण/प्राज्ञ	Knowledge of Hindi Above10th/ Above 8 th less than 10 th / Above 5 th less than 8 th / Less than 5 th / Prabodh/Praveen/ Pragya
7.	मंत्रालय(हिंदी में):	Name of Ministry
8.	विभाग का नाम (हिंदी में):	Name of Department
9.	नामित करने वाले अधिकारी का नाम तथा पदनाम	Name & Designation of the Nominating officer
10.	कार्यालय का पूरा पता(हिंदी में): ई मेल/ /आई0डी0/दूरभाष	Full office address With E.mail ID/phone
11.	दूरभाष	Phone/mobile
12.	ई मेल/आई0डी0	E.mail/id of candidate
13.	आधार सं0	Adhhar No.
14.	परीक्षा शुल्क भरने का विवरण DETAILS (if doesn't belong to a Direct Central Govt office/Dept)	Amount: Details of Payment Bank Draft Number Date
		Name of Bank Bank Branch


नोट: कृपया अंग्रेजी का विवरण केवल (Block LETTERS) में ही भरें ।

(प्रशिक्षार्थी के हस्ताक्षर)

Endorsement No : 13/1/2019/D.D.(T/S)/3045-4545 Dated: 19th November, 2019

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, 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. Director (Service), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
4. Director (Technical), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
5. Director (Research), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
6. Director (Training), Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
7. Director, Central Translation Bureau, Antyoday Bhawan, New Delhi.
8. Director, Central Hindi Training Institute, New Delhi.
9. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC Building, 4th floor, Jai Singh Road, New Delhi-110001.
10. Director (Rajbhasha), Railway Board, Ministry of Railway, Rail Bhawan, New Delhi.
11. Joint Director, Hindi Teaching scheme, New Delhi.
12. Deputy Director (Implementation), , Department of Official Language, New Delhi, Mumbai, Bengaluru, Kolkata, Bhopal, Cochin, Guwahati And Ghaziabad.
13. Deputy Director, Examination/Central North/ Eastern/North East/South/Western Region, New Delhi/ Kolkata/Guwahati/Chennai and Mumbai.
14. Deputy Director (Typing Correspondence), Central Hindi Training Institute, 2-A, Prithviraj Road, New Delhi.
15. Deputy Director (Typing/Stenography), Hindi Teaching scheme, R K Puram, New Delhi.
16. Administrative Officer, Central Hindi Training Institute, New Delhi.
17. Assistant Director (Typing/Stenography) and Nodal Officer (Website update) Research and analysis unit, Central Hindi Training Institute, New Delhi with this direction that they will make it available on the portal of the Department of Official Language.
18. Assistant Director (Typing/Stenography) Central Hindi Training Sub-Institute, Kolkata/Bengaluru/ Hyderabad and Mumbai.
19. All Officers in overall in- charge, Hindi Teaching scheme
20. Heads of all Town Language Implementation Committee.


(SANT RAM)
Deputy Director (T/S)
19.11.2019