संख्या/No : 13/1/2019/उ.नि.(टं./आ.)/ *634-733*

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 *20.05.2022*

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 online Long term training – Session August, 2022 to January, 2023.**

Sir/Madam,

In view of the situation arising out of Covid epidemic, Hindi word processing / Hindi typing training is being conducted online by the Hindi Teaching Scheme. In this connection, it is to be informed that the upcoming session of online long-term training of Hindi Word Processing/Hindi Typing at Hindi Word Processing/Hindi Typing and Hindi Stenography canters under the Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs will start from August, 2022. The training of Hindi Stenography is very technical in nature which can be completed only by being physically present in the classes. Therefore, like last year, classes for Hindi Stenography training will not be organized in the session starting from August, 2022.

The online admission of the trainees will be on 22-23 August, 2022 (10:00 AM to 5:00 PM). Admission will be on 'first come first serve basis'. Classes will begin from 24 August, 2022. The details of training centers are given at Annexure 'A.' It is also mentioned, as soon as the Government of India will allow to conduct the training physically, all the trainees will have to compulsorily attend their classes at their respective training centers.   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 online Hindi Word Processing/Hindi Typing training: -

BRIEF INFORMATION OF TRAINING

Name of Course	Duration of Training and Exam	Eligibility	Eligibility in Hindi
Hindi Word Processing/ Hindi Typing (Online)	**Duration** August, 2022 to January, 2023 **Exam** 2nd or 3rd week of January, 2023	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

		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 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. 2. Such Officers of all 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 all financial benefits/financial incentives like Personal Pay, Cash Award & Lump sum award etc.	Praveen etc. of Hindi Teaching Scheme are eligible for this training.

➢ Officers/staffs to be nominated for online training will get training from their office only. Daily classes of these training courses will be conducted online. All head of the offices are requested to allow their respective personnel to use the resources available in the office, such as desktop/ laptop, webcam, headphone, internet etc. and give sufficient time for practice of Hindi Word Processing/ Hindi Typing.

FINANCIAL INCENTIVES

- On obtaining online 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.
- On obtaining Hindi Word Processing/Hindi Typing and passing the examination and after fulfilling the prescribed conditions, Central Government employees will be given cash award as per the following table. Personal Pay/Cash award will be paid by the concerned offices only:-

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 Corporation/Bodies/Undertakings and Nationalized Banks etc. Examination fee should be paid through Draft or online as per process mentioned on Annexure 'B' in favor of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi.**
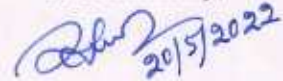
PROCEDURE FOR NOMINTAION

- The details of officers/employee to be nominated for the above training should be sent directly to the Center In-charge till 31 July, 2022 in the prescribed nomination format.

- 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 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 'C'.

- No separate confirmation letter will be sent to the employees nominated for training.

- Employees who will report, written information will be provided by the Assistant Director In-charge (T/S), which would be submitted by the concerned employees for information to the office, 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 attached offices/units/branches earlier.
- It is the responsibility of the administrative heads of the offices concerned to ensure that more and more personnel 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,

20/5/2022

(RAKESH KUMAR VERMA)
Deputy Director (T/S)
Chti1041

Endorsement No.-13/1/2021-DD(TS)/ 734   Dated: 20.05.2022

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. Central Hindi Directorate, West Block 7, R.K. Puram, New Delhi.

10. 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. Director (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/Deputy Director (Exam) for arrangements of examinations.

18. All Joint Director/Deputy Director (North Central)/North East/South/West/East, Hindi Teaching Scheme/Central Hindi Training Institute.

19. Deputy Director (Implementation), Department of Official Language, New Delhi.

20. Asstt. Director (Typing/ Stenography), Hindi Teaching scheme, New Delhi/Jammu/Chandigarh/Kanpur/Jabalpur.

21. Assistant Director (Typing/Stenography) and Nodal Officer (Website update) Research and analysis unit, Central Hindi Training Institute, Antyodaya Bhawan, New Delhi.

20/5/2022

(RAKESH KUMAR VERMA)
Deputy Director (T/S)
chti1041

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. 199B First Floor, DakBhavan Parliament Street New Delhi	Shri Babu Ram Bohra 8586987754 Chti1052@nic.in	Dak Bhawan, Patel Bhawan, Nirvachan Sadan, Sanchar Bhawan, Cannaught palace, Parliament Steet and nearby located all offices	On Computer
4.	Nirman Bhawan Room No. 203 2nd Floor F Wing Maulana Kalam Ajad Road New Delhi	Shri Vibhuti Sharan Sinha **Mob. 9910213246** Chti1053@nic.in	Nirman Bhawan, Udyog Bhawan, Vayu Bhawan, Sena Bhawan, South Block, President House, Videsh Mantralay and Nearby located offices	On Computer
5.	Yojna Bhawan Room No. 519-A Parliament Street New Delhi	Shri Vibhuti Sharan Sinha **Mob. 9910213246** Tel. 23042529	Yojna Bhawan, Akashvani Bhawan, RBI, , Shram Shakti Bhawan, Parivahan Bhawan and nearby located all offices	On Computer
6.	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
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

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.	HWP/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.	HWP/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.	HWP/Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, 5th Floor, Kendriya Sadan, Sector 9A Chandigarh 160009	Shri Arvind Kumar Mob. 09039058140 chti1069@gov.in	On Computer
4.	HWP/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

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
↓

GOVTERNMENT 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।

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)

Remaining number of employees for Hindi word processing / Hindi typing and Hindi stenography training as on 31-01-2022

(This is mandatory)

Hindi Word Processing/Hindi Typing	Hindi Stenography

Name of Officer ……………………………….

Full Office Address ……………………………

……………………………………………………

……………………………………………………

Tel.No……………………………………………..

Email ID…………………………………………..