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संख्या/No 13/1/2018/उ.नि.(टं./आ.)/4801-5500

भारत सरकार  
GOVERNMENT OF INDIA  
गृह मंत्रालय, राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE  
हिंदी शिक्षण योजना, हिंदी टंकण/आशुलिपि प्रशिक्षण स्कंध  
HINDI TEACHING SCHEME, HINDI TYPING/STENOGRAPHY TRAINING WING

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

आर.के. पुरम/R.K. Puram,

नई दिल्ली/New Delhi-110066

दिनांक/Dated . 15-11-2018

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-2019

Sir/Madam,

Next session of Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography will be started from February 2019 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, 2019. Regular classes will be started from 1 February 2019. Please send the nomination of staff for the training to this office till 31-01-2019 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, so therefore you are requested to send personnel for training on priority basis.

**BRIEF INFORMATION ON TRAINING**

**HINDI STENOGRAPHY**

Name of course	Hindi Stenography
Duration	February 2019 to January 2020 01 Hours daily, 1 year
Examination	Second or Third week of January.
Qualification in Hindi	Matriculation With Hindi or any other equivalent examination such as PRAGYA by Hindi teaching Scheme.

<b>Name of the course</b>	<b>Hindi Word Processing/Hindi Typing</b>
<b>Duration</b>	February 2019 to July 2019, (1 hour Daily, 6 Months)
<b>Examination</b>	Second or Third Week of July 2019
<b>Qualification in Hindi</b>	Middle (8 <sup>th</sup> ) with Hindi or any other equivalent examination such as PRAVEEN by Hindi Teaching Scheme.

**Eligibility** - Only such officers/staff will be enrolled for Hindi Word Processing/Typing training, who have not taken the training in Hindi Typing/Word Processing.

**Obligatory –**

This training is obligatory for all categories of English Typist/Lower Division Clerks, Postal Assistants and Office Assistants in Department of Post, Telecom Assistants in Deptt. Of Telecommunication, Tax Assistants in Department of Income Tax, Customs and Excise, Computer operators/Data Entry Operators etc. in various Ministry/Department/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.

**Voluntary –**

1. 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 in voluntary basis. If there are vacant seats in the Hindi Typing classes they can be enrolled. Such employees are entitled for all monetary incentive admissible under Hindi Teaching Scheme, i.e. Personal Pay, Cash prize etc. after the passing of Hindi Typing/Word Processing examination.
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 officer 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

**FINANCIAL INCENTIVES**

- Personal pay equal to the amount of one increment for a period of 12 month 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 office.

### 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/-

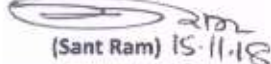
### EXAMINATION FEE

- Central Government Undertakings, Banks, Corporations etc. have to pay examination fee of Rs 100 for Hindi Typing/Hindi Word Processing and Hindi Stenography. Examination fee will be paid in favour of Deputy Director (Exam), Hindi Teaching Scheme, New Delhi Payble 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 31-01-2019 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 2019(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 circular in all attached offices/units/branches earlier.
  - It is the responsibility of the administrative head of the office concerned to ensure that more and more personnels to be nominated for the training and ensured nominated staff, 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) 15.11.18.

Deputy Director (T/S)  
Staff Code: Chti 1035

LIST OF TRAINING CENTERS

SL.No.	Name and address of training centers	Name and telephone number of Assistant Director(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	ShriCharanjeetVerma 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	Shri Suresh Chand Sharma 26172546	Ram Krishna Puram and nearby located all offices	On Computer
3.	Dak Bhavan Romm No. 199-B First Floor, DakBhavan Parliament Street New Delhi	Shri Babu Ram Bohara	DakBhavan, patelBhavan, NirvachanSadon, Sanchar Bhavan, Cannought palace, Parliament Street and nearby located all offices	On Computer
4.	Yojna Bhavan Room No. 519-A Parliament Street, YojnaBhavan New delhi	Sushri Asha 23042529	YojnaBhavan, AkashvaniBhavan, RBI and nearby located all offices	On Computer
5.	Rail Bhavan Room No. 564 j Rail Bhavan, New Delhi	Shrimati Usha Sharma 23215045	Rail Bhavan, KrishiBhavan, UdyogBhavan, ShastriBhavan and nearby located all offices	On Computer
6.	B-Block Room Number-107 B-block Hutments (behind south Block) New Delhi	Shri Jaiveer 23014875	SenaBhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments	On computer
7.	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road New Delhi-01	ShriMahendra Kumar 23098591/4711	UPSC, LoknayakBhavan, NirmanBhavan, Bharat Paryavas Kendra, Akbar Road Hutments, CGO complex and nearby located all offices	On computer
8.	ManakBhavan BhartiyManak Bureau BahadurShahZaffarMarg, ITO, New Delhi	Shri vibhuti Saran Sinha 23215045	UGC, AaykarBhavan and all nearby located offices	On Computer

NOMINATION FORMAT

Description of nominated employee						Comfortable center
Training		Name/Designation	Telephone/ E-Mail	Qualification in Hindi	Date of Birth	
Typing	Stenography					
1	2	3	4	5	6	7

Remaining Number of employees for training in Hindi Typing and Hindi stenography as on 31/01/2016

Hindi Typing/Hindi Word Processing	Hindi Stenography

Name and designation of nominating officer .....

Name and full address of office.....

Telephone Number.....

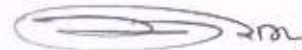
E-Mail Id.....

Endorsement No. 13/1/2017/-DD(T/S)/ 4801-5500

Dated: 15-11-2018

**Copy forwarded:-**

1. Principal Private Secretary to Secretary, Deptt. Of official language
2. Private Secretary to Joint Secretary, Deptt. Of Official language.
3. Controller & Accountant General Of India, New Delhi.
4. Union Public Service Commission, New Delhi.
5. Election Commission, New Delhi.
6. Vigilance Commission, New Delhi.
7. Staff Selection Commission, C.G.O. Complex, Lodi Road , New Delhi.
8. RajyaSabha/LokSabha 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, Pt. DeenDayalAntyodayBhawan, C.G.O. Complex, Lodi Road, New Delhi-03
13. Director (Policy and Coordination), Deptt. Of Official Language, MHA, New Delhi.
14. Director (Training), Deptt. Of Official Language, MHA, New Delhi.
15. Editor, RajbhashaBharti&RajbhashaPushapmala, Deptt. Of Official Language, MHA, New Delhi.
16. Secretary, Banking Division, Ministry of Finance, New Delhi.
17. Director(OL), Railway Board, Rail Bhavan, New Delhi.
18. Deputy Director (Typing Correspondence), Central Hindi Training Institute, 2-A PrithviRaj Road, New Delhi.
19. Deputy Director (Implementation), Deptt. Of Official Language, MHA, New Delhi.
20. Deputy Director (Examination), Hindi Teaching Scheme, New Delhi
21. All Regional Deputy Director Hindi Teaching Scheme, New Delhi.
22. Assistant Director (Typing/Shorthand, Hindi Teaching Scheme, New Delhi.
23. Assistant Director (Typing/Shorthand), Research and Analysis unit, Central Hindi Training Institute, Pt. DeenDayalAntyodayBhawan, C.G.O. Complex, Lodi Road, New Delhi-03



15.11.2018

(Sant Ram)  
Deputy Director (T./s.)  
Chti 1035