संख्या/No : 13/1/2025/उ.नि.(टं./आ.)/ 751-802

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 & 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 13/05/2025

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, 2025-January, 2026 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 20 August, 2025 under the Hindi Teaching Scheme (North-Central), Department of Official Language, Ministry of Home Affairs.

The admission of the trainees will be on 18 August, 2025 (10:00 AM to 5:00 PM). Admission will be on 'first come first serve' basis. Classes will begin from 20 August, 2025. 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	**Duration** August, 2025 to January, 2026 6-month One Hour Daily. **Exam** 2nd or 3rd week of January, 2026	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 Officers, 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 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 any financial benefits/financial incentives like Personal Pay, Cash Award & Lump sum award etc.., on passing the Hindi Word Processing/ Hindi Typing test.

➢ **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.

- On completion of training in Hindi word processing/Hindi typewriting & Hindi Stenography and passing the examination with the prescribed percentage marks and fulfilling the prescribed conditions, Central Government employees shall be given cash award also as per the following table. Personal Pay/Cash award will be paid by the respective offices of trainees only: -

HINDI TYPING/WORD PROCESSING Cash Reward

(Office Memorandum of Department of OL No.21034/66/2010-रा.भा. (प्रशि.) dated 29.07.2011)

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 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 NOMINTAION

- The details of officer/employee to be nominated for the above training should be sent directly to the Center In-charge till 31 July, 2025 in the prescribed format of nomination.

- 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 18 August, 2025 (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 (T/S) 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
Mobile- 7416551976

Endorsement No.-13/1/2025-DD(T/S)/751-802   **Dated: 13/05/2025**

Copy forwarded for information and for necessary action:

1. Senior Principal Private Secretary to Secretary, 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, Pt. Deen Dayal Antyoday Bhawan, CGO Complex, 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 (OL), 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/Deputy Director (Exam) for arrangements of examinations.

19. All Joint Director (Language)/Deputy Director (North Central)/North East/South/West/East, Hindi Teaching Scheme/Central Hindi Training Institute, New Delhi/Guwahati/Chennai/Navi Mumbai/ Kolkata.

20. Deputy Director (T/S), Hindi Teaching Scheme (East/North-East and West/South), Kolkata/Navi Mumbai.

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

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

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

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(ANITA RAIKWAR)
Deputy Director (Hindi Typing and Hindi Stenography)
E-mail: ddts-hts-nc-dol@nic.in
Mobile- 7416551976

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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 (T/S)**	Office/Building, Where the employees will be given preference	Medium of Training
1	Dak Bhawan Room no. 109 B First Floor, DakBhavan Parliament Street New Delh-11001	Sh. 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
2.	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi-110069	Sh. Mahendra Kumar Tel. 23098591/4711 chti1061@nic.in	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	Smt. Vinita Tiwari Mob.8368432321 chti1071-dol@nic.in vinita_tiwari22@yahoo.com	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	Sh. Sanjay Kumar Mob 7982955085 9540865812 Chti1070-dol@nic.in	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	Sh. Anil Kumar Tel. 26175246 Mob. 8851076482 anilbaghel2337@gmail.com chti1077-chti@gov.in	Ram Krishna Puram and nearby located all offices	On Computer
6.	Nirman Bhawan Room No. 203 2nd Floor F Wing Maulana Kalam Ajad Road New Delhi- 110011	Sh. Vikas Kumar Mob. 9761407293 Vikasair541@gmail.com chti1078-chti@gov.in	Nirman Bhawan, Udyog Bhawan, Vayu Bhawan, Sena Bhawan, South Block, President House, Videsh Mantralay and Nearby located offices	On Computer
7.	Niti Bhawan Room No. 427-C, Fourth Floor, Parliament Street New Delhi -110001	Sh. Varun Kumar Tel. 23042529 Mob. 9837736242 Varunlakra2467@gmail.com chti1083-chti@gov.in	Niti Bhawan, 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 chti1065@nic.in	On Computer
2.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, 5th Floor, Kendriya Sadan, Sector 9A Chandigarh 160009	Sh Arvind Kumar Mob. 09039058140 chti1069@nic.in	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	Sh. Santosh Kumar Mob. 08962655337 chti1072-dol@nic.in	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 nawazksp@gmail.com chti1079-chti@gov.in	On Computer

Steps to Pay Fee Online

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स्टेप-1

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सबसे पहले भारतीय स्टेट बैंक की वेबसाइट www.onlinesbi.com ओपन करें, फिर **STATE BANK COLLECT** उप-शीर्षक पर जाएँ।

<div align="center">अथवा</div>

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।

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स्टेप-2

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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।

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स्टेप-3

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GOVTERNMENT DEPARTMENT का नाम वाले कॉलम के पुल-डाउन मेन्यू से **HINDI TEACHING SCHEME, DEPARTMENT OF OFFICIAL LANGUAGE MHA** का चयन करें।

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स्टेप-4

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SELECT PAYMENT CATEGORY में **HINDI TEACHING SCHEME** को चुनें, अब एक फार्म खुल जाएगा।

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स्टेप-5

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फार्म को भरने के बाद SUBMIT करें, फिर अपने भरे हुए विवरण को CONFIRM करके PAYMENT करें।

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स्टेप-6

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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 31-07-2025

(This is mandatory)

Hindi Word Processing/Hindi Typing	Hindi Stenography

Name of Officer ……………………………..

Full Office Address ……………………………

………………………………………………….

………………………………………………….

Tel. No…………………………………………...

E-mail ID…………………………………………...

<u>नामांकन प्रपत्र</u>

हिंदी शिक्षण योजना
हिंदी शब्द संसाधन/हिंदी टंकण प्रशिक्षण कार्यक्रम अगस्त, 2025 - जनवरी, 2026
सभी विवरण अनिवार्य रूप से भरें
प्रशिक्षार्थी 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) **केपीटल अक्षर**	Candidate's E-mail ID (Official or personnel): **Capital Letters.**
12.	दूरभाष/मोबाइल/W	Tel./Mobile/W
13.	**आधार संख्या : अनिवार्य**	Aadhar No. **Mandatory**
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)