

फैक्स: 26173775  
PHONE: 26173775

संख्या/No 13/1/2017 उ.नि.(टं./आ.)/ 5486 थं 6186

भारत सरकार  
GOVERNMENT OF INDIA  
गृह मंत्रालय, राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE  
हिंदी शिक्षण योजना, हिंदी टंकण/आशुलिपि प्रशिक्षण  
HINDI TEACHING SCHEME, 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 27-11-2017

27-11-2017

To

All Liaison Officer (Hindi),  
Director/Joint Director/Manager (O.L.), Administrative Officer  
All Ministry/Attached Offices and Subordinate Offices/Undertakings/Nationalized banks etc  
New Delhi.

Sub : Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography  
to organise new classes from Feb-2018

Sir/Madam,

Next session of Long term training of Hindi Word Processing/Hindi Typing and Hindi Stenography will be started from **February 2018** 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, 2018**. Regular classes will be started from **18 February 2018**. Please send the nomination of staff for the training to this office till **31-01-2018** on prescribed format, 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 the personnels for training on priority basis.

**BRIEF INFORMATION ON TRAINING**

|  |   |
|--|---|
| Name of course   | Hindi Stenography   |
| Duration   | 18 February 2018 to January 2019<br>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>Eligibility -</b> Such officers/staff will be eligible for this course, who has not taken the training in Hindi Stenography   |   |
| <b>Obligatory -</b> This training is obligatory for all categories of English Stenographers, Personal Assistants and Private Secretary.  |   |
| <b>Voluntary : Lower Division Clerks/Typists</b>   |   |
| <ul style="list-style-type: none"><li>Such Lower Division Clerks/Typists, who have already passed the Hindi Typing test can be nominated for training in Hindi Stenography, if there are vacant seats in the Hindi Stenography classes and they can be enrolled providing the concerned office certify that the services of the trained employees will be utilized for Hindi Stenography in their office work. Such employees are not entitled to any monetary incentive admissible under Hindi Teaching Scheme.</li></ul> |   |

|                               |   |
|-------------------------------|---|
| <b>Name of the course</b>     | <b>Hindi Word Processing/Hindi Typing</b>   |
| <b>Duration</b>               | <b>18 February 2018 to July 2018, 6 Months, ( 1 hour Daily.)</b>  |
| <b>Examination</b>            | <b>Second or Third Week of July</b>   |
| <b>Qualification in Hindi</b> | <b>Middle (8<sup>th</sup>) with Hindi or any other equivalent examination such as PRAVEEN by Hindi Teaching Scheme.</b> |

**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 Typists/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 for Assistants, Upper Division Clerks 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 incentives 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 officers are not entitled to any monetary incentives i.e. Personal Pay, Cash prize and lump sum prize etc. After the training of Hindi Typing/Word Processing

**BASIS OF SELECTION**

- In the case of such employees, for whom the training is obligatory, if they have same range of cadre/services priority for enrollment will be given depending on their age, it means preference will be given to older candidates. This condition will be applicable only for individually present employees and up to fill to seats.
- Such employees, who have one year or less remaining for his retirement cannot be enrolled for training.

**FINANCIAL INCENTIVE**

- 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 Stenographers obtaining 70% mark while gazetted stenographers obtaining 75% marks. (OM : 21034/08/2017-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                   | <b>2400/-</b> |
| 2. | On securing 92% marks or more but less than 95% | <b>1600/-</b> |
| 3. | On securing 88% marks or more but less than 92% | <b>800/-</b>  |

#### **HINDI TYPING/WORD PROCESSING**

|    |   |               |
|----|---|---------------|
| 1. | On securing 97% marks or more                   | <b>2400/-</b> |
| 2. | On securing 95% marks or more but less than 97% | <b>1600/-</b> |
| 3. | On securing 90% marks or more but less than 95% | <b>800/-</b>  |

#### **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 Payable at New Delhi by Draft.

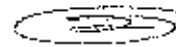
#### **PROCEDURE FOR NOMINATION AND PRESCRIBED FORMAT**

- Detailed information of training centers is available on annexure 'A'.
- Nomination of employees for this training should be sent to this office till **31-01-2018** 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 concerned 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 2018(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, 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 heads of the offices concerned to ensure that more and more personnel to be nominated for the training and ensured nominated staff, enrolled in class, 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**

 21/07/2017  
(Sant Ram)

**Deputy Director (T/S)**

# 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<br>East Block-2 , level-1<br>Ram Krishna Puram<br>New Delhi-66                                      | ShriCharanjeetVerma<br>26186035                      | Ram Krishna Puram and nearby located all offices  | On Computer        |
| 2.     | Ram Krishna Puram<br>East Block-7 , level-6<br>Ram Krishna Puram<br>New Delhi-66                                      | Shri Suresh Chand Sharma<br>26172546                 | Ram Krishna Puram and nearby located all offices  | On Computer        |
| 3.     | DakBhavan<br>Room No. 199-B<br>First Floor, DakBhavan<br>Parliament Street<br>New Delhi                               | ShriBabu Ram Bohara                                  | DakBhavan, patelBhavan, NirvachanSadan, Sanchar Bhavan, Cannought palace, Parliament Street and nearby located all offices  | On Computer        |
| 4.     | YojnaBhavan<br>Room No. 519-A<br>Parliament Street,<br>YojnaBhavan New delhi  | SushriAsha<br>23042529                               | YojnaBhavan, AkashvaniBhavan, RBI and nearby located all offices  | On Computer        |
| 5.     | Rail Bhavan<br>Room No. 564 }<br>Rail Bhavan, New Delhi   | ShriChaman Singh<br>23215045                         | Rail Bhavan, KrishBhavan, UdyogBhavan, ShastriBhavan and nearby located all offices   | On Computer        |
| 6.     | Union Public Service Commission<br>Guest House Bhavan,<br>Ground Floor, Dholpur House, Shahjahan Road<br>New Delhi-01 | ShriMahendra Kumar<br>23098591/4711                  | UPSC, LoknayakBhavan, NirmanBhavan, Bharat Paryavas Kendra, Akbar Road Hutments, CGO complex and nearby located all offices | On computer        |
| 7.     | B-Block<br>Room Number-107<br>B-block Hutments<br>(behind south Block)<br>New Delhi                                   | ShriIaiveer<br>23014875                              | SenaBhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments     | On computer        |
| 8.     | ManakBhavan<br>BhartiyManak Bureau<br>BahadurShahZaffarMarg,<br>ITO, New Delhi  | Shri Ram Sakal Singh<br>23215045                     | UGC, AaykarBhavan and all nearby located offices  | On Computer        |

## NOMINATION FORMAT

[illegible]

**Remaining Number of employees for training in Hindi Typing and Hindi stenography as on 31/01/2018**

|                                    |                   |
|------------------------------------|-------------------|
| Hindi Typing/Hindi Word Processing | Hindi Stenography |
|------------------------------------|-------------------|

Name and designation of nominating officer: \_\_\_\_\_

Name and full address of office:

Telephone Number.....

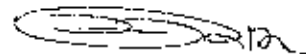
**E-Mail Id.**.....

Endorsement No. 13/1/2017-DD(T/S)/ 5486-6186

Dated: 27/11/2017

**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&RajbhashaPushpamala, 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



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