



संख्या/No : 13/15/2024/उ.नि.(टं./आ.)/ 1005

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 &amp; 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 10/5/2024

To

All Head of Department/Liaison Officers (Hindi),  
Head of Office/Administrative Officer/Hindi Officer (Official Language),  
All Ministries to the Govt. of India/Departments/Attached and Subordinate  
Offices/Undertakings/Nationalized banks etc. New Delhi.

Sub: Hindi Word Processing/Hindi Typing Long-term training Session August, 2024 to  
January, 2025.

Sir/Madam,

With reference to the above subject, you are informed that under the Hindi Teaching Scheme (North-Central), Department of Official Language, Ministry of Home Affairs the upcoming session of long-term training of Hindi Word Processing/Hindi Typing at Hindi Word Processing/Hindi Typing training centres, will start from August, 2024.

The admission of the trainees will be on 20 August, 2024 (10:00 AM to 5:00 PM). Admission will be on 'first come first serve basis'. Classes will begin from 22 August, 2024. The details of training centers 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 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 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 Long-term training (Offline)	<b>Duration</b> August, 2024 to January, 2025 6-month One Hour Daily <b>Exam</b> 2 <sup>nd</sup> or 3 <sup>rd</sup> week of January, 2025	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.

		<p><b><u>Obligatory:</u></b>  The course is obligatory for English Typists/Lower Division Clerks/Junior Secretariat Assistants, Postal Assistants &amp; Office Assistants in the Department of Posts, Mail Sorting Assistants &amp; Office Assistants of RMS (Rail Mail Services), Telecom Assistants of the Department of Telecommunication, Tax Assistants in the Department of Income Tax and Custom &amp; 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. (O.M. No. 14034/30/2009-O.L.(Trg.), dated 06.01.2010)</p> <p><b><u>Voluntary Basis:</u></b>  1. At present Hindi Word Processing/Hindi Typing training under CHTI/HTS, is not mandatory for Assistants/Assistant Section Officer, 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 also 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. (O.M. No. 12014/2/76-O.L.(D), dated 02.09.1976)</p> <p>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, <b>but they will not be entitled for any financial benefits/financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc., on passing the Hindi Word Processing/ Hindi Typing test.</b></p>	
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- 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 obtaining training in Hindi word processing/Hindi typewriting and passing the examination with the prescribed percentage marks and fulfilling the prescribed conditions, Central Government employees will be given cash award also as per the following table. (O.M. No. 21034/66/2010-O.L.(Trg.), dated 29.07.2011). Personal Pay/Cash award will be paid by the respected offices of trainees only: -

#### HINDI TYPING/WORD PROCESSING

1.	On Securing 97% marks or more	₹400/-
2.	On Securing 95% marks or more but less than 97%	₹600/-
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 on Annexure 'B' in favour of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi.**

#### PROCEDURE FOR NOMINATION

- The details of officers/employee to be nominated for the above training should be sent directly to the Center In-charge till 31<sup>st</sup> July, 2024 in the prescribed nomination format.
- 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 20<sup>th</sup> July, 2024 (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 doing any type of correspondence, signing officer please inform their e-mail and mobile number, so that it would be convenient to contact as necessary.

Yours faithfully,



(Poonam Oswal)  
Joint Director

#### Contact Address

Anita Raikwar  
Deputy Director (Hindi Typing and Hindi Stenography)  
E-mail: ddtS-hts-nc-dol@nic.in  
Mobile- 7416551976

Endorsement No.-13/15/2024-DD(T/S)/ 1005 - 1110

Dated: 10-5 2024.

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. 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.

  
**(Poonam Oswal)**  
**Joint Director**



**LIST OF HINDI WORD PROCESSING/HINDI TYPING AND HINDI STENOGRAPHY  
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, Dak Bhawan Parliament Street New Delhi	Shri Babu Ram Bohra 8586987754 <a href="mailto:chti1052@nic.in">chti1052@nic.in</a>	Dak Bhawan, Patel Bhawan, Nirvachan Sadan, Sanchar Bhawan, Cannought palace, Parliament Street and nearby located all offices	On Computer
2.	Ram Krishna Puram East Block-2, Level-1 Ram Krishna Puram New Delhi-66	Shri Charanjeet Verma 26186035 <a href="mailto:chti1056@nic.in">chti1056@nic.in</a> <a href="mailto:charanjeet_verma1965@yahoo.com">charanjeet_verma1965@yahoo.com</a>	Ram Krishna Puram and nearby located all offices	On Computer
3.	Union Public Service Commission Guest House Bhawan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi-01	Shri Mahendra Kumar Tel. 23098591/4711 <a href="mailto:chti1061@nic.in">chti1061@nic.in</a>	UPSC, Loknayak Bhawan, Akbar Road Hutments, Jam Nagar House, CGO complex and nearby located all offices	On Computer
4.	Rail Bhawan Room No. 564 J Rail Bhawan, New Delhi	Smt. Vinita Tiwari Tel. 47845088 Mob.8368432321 <a href="mailto:chti1071-dol@nic.in">chti1071-dol@nic.in</a>	Rail Bhawan, North Block, Krishi Bhawan, Shashtri Bhawan, Shram Shakti Bhawan and nearby located all offices	On Computer
5.	Ram Krishna Puram East Block-7, Level-6 Ram Krishna Puram New Delhi-66	Sh. Anil Kumar Tel. 26175246 Mob.8851076482 <a href="mailto:dti1077-dti@gv.in">dti1077-dti@gv.in</a>	Ram Krishna Puram and nearby located all offices	On Computer
7.	Nirman Bhawan Room No. 203 2 <sup>nd</sup> Floor F Wing Maulana Kalam Ajad Road New Delhi	Sh. Vikas Kumar Mob. 9761407293 <a href="mailto:dti1078-dti@gv.in">dti1078-dti@gv.in</a>	Nirman Bhawan, Udyog Bhawan, Vayu Bhawan, Sena Bhawan, South Block, President House, Videsh Mantralay and Nearby located offices	On Computer
6.	Niti Bhawan Room No. 427-C, Fourth Floor, Parliament Street New Delhi	Sh. Varun Kumar Tel. 23042529 Mob. 9837736242 <a href="mailto:dti1083-dti@gv.in">dti1083-dti@gv.in</a>	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. 09703239649 <a href="mailto:chti1065@nic.in">chti1065@nic.in</a>	On Computer
2.	Hindi Word Processing /Hindi Typing and Hindi Stenography Training Center, Hindi Teaching Scheme, 5 <sup>th</sup> Floor, Kendriya Sadan, Sector 9A Chandigarh 160009	Shri Arvind Kumar Mob. 09039058140 <a href="mailto:chti1069@nic.in">chti1069@nic.in</a>	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	Shri Santosh Kumar Mob. 08962655337 <a href="mailto:chti1072-dol@nic.in">chti1072-dol@nic.in</a>	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 <a href="mailto:chti1079-ctti@gov.in">chti1079-ctti@gov.in</a>	On Computer

Steps to Pay Fee Offlineस्टेप-1

सबसे पहले भारतीय स्टेट बैंक की वेबसाइट [www.offlinesbi.com](http://www.offlinesbi.com) ओपन करें, फिर **STATE BANK COLLECT** उप-शीर्षक पर जाएँ।

अथवा

भारतीय स्टेट बैंक की वेबसाइट [www.offlinesbi.com](http://www.offlinesbi.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

**GOVERNMENT 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।



**ANNEXURE 'C'**

**Remaining number of employees for Hindi word processing / Hindi typing and Hindi stenography training as on 31-07-2024**

**(This is mandatory)**

<b>Hindi Word Processing/Hindi Typing</b>	<b>Hindi Stenography</b>

Name of Officer \_\_\_\_\_.

Full Office Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No \_\_\_\_\_

E-mail ID \_\_\_\_\_

**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: 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 निजी) :	Candidate's E-mail ID (Official or personnel):
12.	दूरभाष/मोबाइल :	Tel./Mobile:
13.	आधार संख्या :	Aadhar No.
14.	परीक्षा शुल्क विवरण : राशि/डीडी नंबर एवं दिनांक ब्रांच का नाम	Exam Fee Details: Amount Draft No. & Date Name of Branch

प्रशिक्षार्थी के हस्ताक्षर

नामित करने वाले अधिकारी के हस्ताक्षर (मोहर सहित)