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क्रमांक 19016/1/2020/केहिप्रसं/हिटपपा/२१-६११-तक

भारत सरकार

GOVT. OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

(राजभाषा विभाग)

(DEPARTMENT OF OFFICIAL LANGUAGE)

केंद्रीय हिंदी प्रशिक्षण संस्थान

CENTRAL HINDI TRAINING INSTITUTE

हिंदी शब्द संसाधन पत्राचार पाठ्यक्रम स्कंध

Hindi Word Processing Correspondence Course Wing

2-ए, पृथ्वीराज रोड, नई दिल्ली-110011.

2-A, Prithviraj road, New Delhi-110011.

दिनांक / Date : 30-3-2021

To

All Liaison Officers (Hindi)

Director / Joint Director/Manager(O.L.)/ Administrative Officer

All Ministries / Attached &Subordinate Offices /Public Sector Undertakings

Nationalized Banks etc.

Subject: Hindi Word Processing (Hindi Typewriting) Training through correspondence course  
62th Session (1 August, 2021 to January, 2022) regarding.

Sir/Madam,

62th Hindi Word Processing (Hindi Typewriting) training through correspondence course  
will be starting from 1 August, 2021. The details of Hindi Word Processing training are given  
below:-

**Brief Information about Training**

Name of the programme	Period	Examination	Eligibility	Hindi Qualification
Hindi Word Processing Hindi Typewriting	1 <sup>st</sup> August 2021 to January, 2022	2 <sup>nd</sup> or 3 <sup>rd</sup> week of January, 2022	Only those Officers/Employees will be admitted to the correspondence course of Hindi Word Processing (Hindi Typewriting) who have not undergone the said training so far. Mandatory for: Hindi Word Processing (Hindi Typewriting) training is mandatory for Lower Division Clerks/JSAs, English Typist/Postal Assistants & Office Assistants in the Department of Posts, Mail Sorter 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.	Middle pass With Hindi Subject or Any other equivalent Examination like Praveen Examination of. Hindi Teaching Scheme.

			<p>This includes those group 'C' Employees who carry out similar type of work and whose designations and Pay Scales are different.</p> <ol style="list-style-type: none"> <li>1. Keeping in View the transportation problems of such Employees, whose office / place of Duty is situated at a distance of 8 K ms or more from the regular/part time Hindi Word Processing (Hindi Typewriting) Training Centre, can also be nominated for this training.</li> <li>2. Such Employees can also be nominated for this course who could not get admission in regular or part time training Centre due to limited number of seats or for some other reasons.</li> <li>3. Those Stenographers who wants to undergo Only Hindi Word Processing (Hindi Typewriting) training and it is not possible for their offices to spare them for regular training classes, they can also be nominated for <u>Hindi Word Processing training through Correspondence Course.</u></li> </ol> <p><b><u>Volunteer basis</u></b></p> <ol style="list-style-type: none"> <li>1. Hindi Word Processing (Hindi Typewriting) training is not mandatory for U.D.C/SSAs, Assistants/ASOs and Hindi Translators. Therefore, they can also be nominated to this course on voluntary basis. on passing the Hindi Word Processing examination. These Employees will be entitled for all financial benefits/ financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc.</li> <li>2. Officers of all categories, for whom this training is not obligatory but useful, can also be nominated for this course but at present they will not be entitled for financial benefits/ financial incentives like Personal Pay, Cash Award &amp; Lump sum award etc.</li> </ol> <p><b>NOTE:</b></p> <p>Note: Such candidates will not be admitted for training who are going to retirement within a year from the commencement of the training.</p>	
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### Financial Incentive

1. Central Government Employees are awarded Personal Pay equivalent to their one increment for the period of 12 months on passing 30 W.P.M the prescribed final Examination of Hindi Word Processing (Hindi Typewriting) and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.
2. Officers/Employees are given cash awards as per the following table on passing the Hindi Word Processing (Hindi Typewriting) Examination and fulfilling the prescribed conditions. This amount is paid by the offices of the trainees.

1. On scoring 97% or more marks	2400
2. On Scoring 95% or more marks but less than 97%	1600
3. On Scoring 90% or more marks but less than 95%	800

Note: Those candidates, who pass Hindi Word Processing (Typewriting) Examination with their own efforts, will be given Cash award Even if they score 5% less marks than those mentioned in above table.

3. As per order issued by the Department of Official Language, Ministry of Home Affairs, vide their O.M. No. 14020/2/77-OL (D) dated 31-12-1979, candidate undergoing this training course will be treated as a private candidate. Therefore, on passing this course, the candidates will be entitled for Lump sum award of Rs. 1600/- in addition to other financial incentives. {O.M. No. 21034/66/2019-O.L. (Training) dated 29-07-2011

Remark: Cash awards paid to the Employees on passing the Examination Will be Exempted from Income Tax. (Ministry of Home Affairs O.M. No. 24/16/67-ITAI Dated 31/3/67)

### Examination Fee

A fee of Rs.100/- per trainee, will be charged from the Employees of Central Government Undertakings, Banks, Corporations for this Examination. This amount should be deposited online at [www.onlinesbi.com](http://www.onlinesbi.com) by following some steps.  
[Instructions Enclosed]

### Procedure of Enrollment and Proforma

1. Details of the officers /Employees names for the above training may be send in the attached Nomination form and the same may be forwarded to Deputy Director, Hindi Word Processing (Hindi Typewriting) Correspondence Course, Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, 2-A, Prathavi Raj Road, New Delhi - 110011 latest by 30<sup>th</sup> June, 2021.
2. The nomination of the candidates shall be forwarded in the enclosed nomination form only and the name of nominating officer, full address of the nominating office, including PIN code, Telephone No. and E-mail of Officers and trainees shall be mentioned clearly so that any problem in correspondence can be avoided. The yet to be trained may also be clearly mentioned.
3. Nomination Received after the last date will be given admission in next secession & information will be given to their offices.
4. Nominated trainee will participate in the Personal Contact Programme for sorting out the personal learning difficulties. The Officers/Employees participating in this Programme are treated as on duty.
5. It is the responsibility of the administrative head of the concerned office that maximum number of officers/Employees are nominated for the training.

6. Trainees have to practice of lessons minimum one hour daily.
7. practiced kits (lessons) of nominated employee should send to this office for Evaluation.
8. Any query regarding training can be obtained through E-mail also.

  
(Poonam Oswal)  
Deputy Director  
Chti 1037

**Contact Address**

Poonam Oswal  
Deputy Director  
Hindi Typewriting Correspondence Course Wing,  
Central Hindi Training Institute,  
Department of Official Language,  
2-A, Prithvi Raj Road,  
New Delhi -110011.  
Tel: 011-23018196  
E-mail: [chti1037@nic.in](mailto:chti1037@nic.in)

Anita Raikwar  
Assistant Director  
Hindi Typewriting Correspondence Course wing,  
Central Hindi Training Institute, Department of  
Official Language,  
2-A, Prithvi Raj Road,  
New Delhi -110011.  
Telefax: 011-23793256  
E-mail: [chti1051@nic.in](mailto:chti1051@nic.in)

**Endorsement No.-19016/1/2021/ HTPP/ CHTI/**

**dated**

**Copy to:**

1. Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 3rd floor, Jai Singh Road, New Delhi.
2. Joint Secretary (O.L.), Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
3. CAG, New Delhi:
4. UPSC, Dhaulpur House, Shahjahan Road, New Delhi.
5. Election Commission, New Delhi.
6. CVC, New Delhi.
7. SSC, C.G.O Complex, Lodhi Road, New Delhi.
8. Rajya Sabha / Lok Sabha Secretariat, New Delhi.
9. Central Hindi Directorate, West block 7, R K Puram, New Delhi.
10. Secretary, Parliament Committee on Official Language, 11, Teen Murti Marg, New Delhi.
11. Director, Central Hindi Training Institute, C.G.O Complex, Lodhi Road, New Delhi.
12. Director, Policy & Co-ordination, Department of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
13. Technical Director, NIC, Department of Official Language, MHA, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
14. Deputy Secretary (Training), Department. of Official Language, MHA, New Delhi.
15. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi.
16. Director Genral ESIC (HQ) Kotla Rood New Delhi-110002

17. Secretary, Banking Division, Ministry of Finance, North Block, New Delhi.
18. Director Official Language, Railway Board, Rail Bhawan, New Delhi.
19. Deputy Director (Implementation), Department. of Official Language, MHA, NDCC-II, Building, 4th floor, Jai Singh Road, New Delhi.
20. Joint Director, Central Hindi Training Institute, C.G.O Complex, New Delhi.
21. All Deputy Directors/Incharge Hindi Teaching Scheme, New Delhi/Kolkata Mumbai/Chennai/Guwahati/Bengaluru/Hyderabad
22. Deputy Director (Typing/Stenography), HTS, RK Puram, New Delhi.
23. Deputy Director (Exams), New Delhi.
24. All TOLIC chairmen.
25. Director, Official Language, Dak Bhawan, New Delhi.
26. Assistant Director, Research & Analysis Cell (T/S), Central Hindi Training Institute, 7th floor, Antyodaya Bhawan, C.G.O Complex New Delhi - nodal officer for website update
27. 50 additional copies.

  
(Poonam Oswal)  
Deputy Director  
Chti 1037

**Note:** There is no provision for Hindi Stenography through correspondence course in Central Hindi Training Institute and no private agency has been authorized by the –Department of Official Language to impart Hindi Stenography training. Therefore, do not correspond in this regard.



## NOMINATION FORM

Central Hindi Training Institute  
Department of Official Language, Ministry of Home Affairs, New Delhi  
Hindi Word Processing(HindiTypewriting)  
Training through correspondence course  
NOMINATION FORM

**ALL THE NOMINATIONS COLUMN FILLING IS MANDATORY**

**Session: AUGUST, 2021 to JANUARY, 2022**

1.	Name (in Hindi)	
	Name (in English)	
2	Name of Mother/Father/Husband (in Hindi)	
	Name of Mother/Father/Husband (in English)	
3	Designation (in Hindi)	
	Designation (in English)	
4.	Mother Tongue of Candidate	
5	Trainee's Gender	Female/Male
6	Date of Birth of Candidate	
7	Details of Hindi Examination Passed	
8	Ministry of Candidate	
9	Name of Nominating Officer (in Hindi)	
10	Designation of Nominating Officer (in Hindi)	
11	Office / Department Name (in Hindi)	
12	Office / Department Name (in English)	
13	Full Address of Office (in Hindi)	
	City	
	Pin code	
	Full Address of Office (English)	
14	Telephone No. of Candidate	
	Mobile No. Compulsory	
15	Do you have Inscript keyboard (with Unicode font) in your Computer?	Yes or No

16	E-mail of Candidate	
17	ADHAR Card No	
18	Typing Speed in English	
19	Mobile Number of Nominating Officer	
20	E-mail Address of Nominating Officer Compulsory	
21	Do you have Video conferencing facility available in your office ?	Yes or No
22	Internet Service Provider Company M T N L N I C B S N L	

I hereby declare that :

(I) I have not passed Hindi Word Processing (Hindi Typewriting)

examination from any recognized institute.

(II) There is no probability of proceeding on long leave by me

during the training. I will put special efforts to makeover my

typing practice in case I have to proceed on leave due to

unforeseen/inevitable circumstances.

Date:

Place:

Signature of candidate

Name of Nominating Officer/liaison

Officer & Signature (With Office Stamp)

6. परीक्षा शुल्क भारतीय स्टेट बैंक की website [www.onlinesbi.com](http://www.onlinesbi.com) पर निम्नलिखित स्टेप्स अपनाते हुए ऑनलाइन जमा करवाया जाना है। ऑनलाइन द्वारा भुगतान की गई राशि की पावती रसीद की विवरणी नामांकन प्रपत्र के साथ ही भिजवाएँ।

1. सबसे पहले State Bank of India की website [www.onlinesbi.com](http://www.onlinesbi.com) में State Bank Collect नामक उपशीर्षक पर जाएँ।

या

State Bank of India की website [www.onlinesbi.com](http://www.onlinesbi.com) पर मुख्य शीर्षक State Bank of India पर क्लिक करने पर State Bank Collect नामक उपशीर्षक पर क्लिक करें एवं सभी शर्तों को स्वीकार करते हुए proceed करें।



2. State Bank Collect पेज पर State of Corporate/Institution में All India Select करें तत्पश्चात् Type of Corporate/Institution में Govt. Department Select करें एवं GO को क्लिक करें।



3. Govt. Department Name में HINDI TEACHING SCHEME, DEPARTMENT OF OFFICIAL LANGUAGE, MHA को SUBMIT करें।



4. Select Payment Category में Hindi Teaching Scheme सिलेक्ट करें। Select करते ही एक फॉर्म खुल जाएगा।



5. इस फॉर्म को भरने के पश्चात् Submit करें। Submit करने के बाद अपने भरे हुए विवरण को Confirm कर Payment करें।



6. Payment करने के बाद Receipt के प्रिंट की फोटोप्रति उप निदेशक (परीक्षा) का कार्यालय, हिंदी शिक्षण योजना, पूर्वी खंड-7, तल-6, रामकृष्णपुरम, नई दिल्ली-110066 को भेजें।