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संख्या/No : 13/1/2019/उ.नि.(टं./आ.)/587-606

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

हिंदी शिक्षण योजना हिंदी शब्द संसाधन/हिंदी टंकण एवं आशुलिपि प्रशिक्षण

HINDI TEACHING SCHEME, HINDI WORD PROCESSING/ 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 01. 6. 2021

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: Hindi Word Processing/Hindi Typing online Long-term training – Session August, 2021 to January, 2022.

Sir/Madam,

In view of the situation arising out of Covid-19 epidemic, Hindi word processing / Hindi typing training is being conducted online by the Hindi Teaching Scheme. In this connection, it is to be informed that the upcoming session of online long-term training of Hindi Word Processing/Hindi Typing at Hindi Word Processing/Hindi Typing and Hindi Stenography centers under the Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs will start from August, 2021.

The online admission of the trainees will be on 17-18 August, 2021(10:00 AM to 5:00 PM). Admission will be on first come first serve basis. Classes will begin from 19 August, 2021. Following are the major points of online 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 (Online)	Duration August, 2021 to January, 2022 Exam 2 nd or 3 rd week of January, 2022	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. Obligatory: The course is obligatory for English Typists/Lower Division Clerks/Junior	Those employees who have passed their middle (8th) examination with Hindi or any other equivalent examination such as Praveen etc. of Hindi

	<p>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.</p> <p>Voluntary Basis:</p> <p>1. At present this course is not mandatory for Assistants/ Senior Secretariat Assistants, Upper Division Clerks, and Hindi Translators/Junior Translation Officers/ Senior Translation Officers. Therefore, they can also be nominated to this course on Voluntary Basis, but they would be admitted only subject to availability of seats.</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, but they will not be entitled for all financial benefits/financial incentives like Personal Pay, Cash Award & Lump sum award etc.</p>	<p>Teaching Scheme are eligible for this training.</p>
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- Officers/staffs to be nominated for online training will get training from their office only. Daily classes of these training courses will be conducted online. All head of the offices are requested to allow their respective personnel to use the resources available in the office, such as desktop/ laptop, webcam, headphone, internet etc. and give sufficient time for practice of Hindi Word Processing/ Hindi Typing.

FINANCIAL INCENTIVES

- On obtaining online 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 Hindi Word Processing/Hindi Typing and passing the examination and after fulfilling the prescribed conditions, Central Government employees will be given cash award as per the following table. Personal Pay/Cash award will be paid by the concerned offices only:-

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

- This training Course is free of cost, but an examination fee of Rs 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 'C' in favor of **Deputy Director (Exam), Hindi Teaching Scheme, New Delhi.**

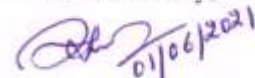
PROCEDURE FOR NOMINATION

- The details of officers/employee to be nominated for the above training should be sent directly to the Center In-charge till 30 July, 2021 in the prescribed format, which is given on annexure 'C'.
- 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 mentioned in the letter so that there should be no difficulty in correspondence.
- No separate confirmation letter will be sent to the employees nominated for training.
- Employees who will report, written information will be provided by the Assistant Director In-charge (T/S), which would be submitted by the concerned employees for information to the office, so that appropriate action may be taken by the office for those employees who are not enrolled.

NOTE

- It is requested to administrative heads to all ministries, Departments, Undertakings, Corporations, to circulate this 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 staffs, 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,



(RAKESH KUMAR VERMA)

Deputy Director (T/S)

Chti1041

ANNEXURE 'A'

LIST OF 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.	Ram Krishna Puram East Block-2, Level-1 Ram Krishna Puram New Delhi-66	Shri Charanjeet Verma 26186035 Chti1056@nic.in	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	Smt. Vinita Tiwari Tel. 26172546 Mob.8368432321 Chti1071-dol@nic.in	Ram Krishna Puram and nearby located all offices	On Computer
3.	Dak Bhavan Room no. 199B First Floor, DakBhavan Parliament Street New Delhi	Shri Babu Ram Bohra 8586987754 Chti1052@nic.in	Dak Bhavan, Patel Bhavan, Nirvachan Sadan, Cannought palace, Parliament Steet and nearby located all offices	On Computer
4.	Nirman Bhawan Room No. 203 2 nd Floor F Wing Maulana Kalam Ajad Road New Delhi	Shri Vibhuti Sharan Sinha Mob. 9910213246 Chti1053@nic.in	Nirman Bhawan, Krishi Bhawan Vigyan Bhawan Udyog Bhawan Vayu Bhawan Nearby located offices	On Computer
5.	Yojna Bhavan Room No. 519-A Parliament Street New Delhi	Shri Vibhuti Sharan Sinha Mob. 9910213246 Tel. 23042529	Yojna Bhavan, Akashvani Bhavan, Shastri Bhavan and nearby located all offices	On Computer
6.	Rail Bhavan Room No. 564 J Rail Bhavan, New Delhi	Smt. Vinita Tiwari Tel. 23215045 Mob.8368432321 Chti1071-dol@nic.in	Rail Bhavan, Krishi Bhavan, Shashtri Bhavan and nearby located all offices	On Computer
7.	E-Block Room No. 175 E-Block Hutments (Behind Sena Bhavan) Ministry of Defence New Delhi	Shri Jaiveer Tel. 23014875 Chti1044@nic.in	Sena Bhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments.	On Computer
8.	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road, New Delhi-01	Shri Mahendra Kumar 23098591/4711 Chti1061@nic.in	UPSC, Loknayak Bhavan, , Akbar Road Hutments, Jam Nagar House, CGO complex and nearby located all offices	On Computer

पृष्ठांकन संख्या 13/1/2021-3.नि.(टं/आ)/ 587-606 दिनांक : 01.06.2021.

प्रतिलिपि सूचना/आवश्यक कार्रवाई हेतु:-

1. सचिव (राजभाषा) के वरिष्ठ प्रधान निजी सचिव, राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली.
2. संयुक्त सचिव (राजभाषा) के निजी सचिव, राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली.
3. भारत के नियंत्रक व महालेखा परीक्षक, नई दिल्ली.
4. संघ लोक सेवा आयोग, शाहजहां रोड, नई दिल्ली.
5. निर्वाचन आयोग, नई दिल्ली.
6. सतर्कता आयोग, नई दिल्ली.
7. कर्मचारी चयन आयोग, सी.जी.ओ. कॉम्प्लैक्स, लोदी रोड, नई दिल्ली.
8. राज्यसभा/लोक सभा सचिवालय।
9. केंद्रीय हिंदी निदेशालय, पश्चिमी खंड-7, आर.के. पुरम, नई दिल्ली.
10. केंद्रीय हिंदी संस्थान, नई दिल्ली.
11. सचिव, संसदीय राजभाषा समिति, 11 तीन मूर्ति मार्ग, नई दिल्ली.
12. निदेशक, केंद्रीय हिंदी प्रशिक्षण संस्थान, अंत्योदय भवन, लोदी रोड, नई दिल्ली.
13. निदेशक (नीति एवं समन्वय), राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली.
14. निदेशक (प्रशिक्षण), राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली.
15. संपादक, राजभाषा भारती एवं राजभाषा पुष्पमाला, राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली.
16. सचिव, बैंकिंग प्रभाग, वित्त मंत्रालय, नई दिल्ली.
17. निदेशक (राजभाषा), रेलवे बोर्ड, रेल भवन, नई दिल्ली.
18. उप निदेशक (टंकण/आशुलिपि), केंद्रीय हिंदी प्रशिक्षण संस्थान, 2-ए, पृथ्वीराज रोड, नई दिल्ली.
19. उप निदेशक (परीक्षा), हिंदी शिक्षण योजना, नई दिल्ली को इस आशय से प्रेषित कि वे कृपया परीक्षा की व्यवस्था करें।
20. उप निदेशक (कार्यान्वयन), राजभाषा विभाग, गृह मंत्रालय, नई दिल्ली.
21. सभी उप निदेशक (मध्योत्तर/पूर्वोत्तर/दक्षिण/पश्चिम/पूर्व) हिंदी शिक्षण योजना/केंद्रीय हिंदी प्रशिक्षण संस्थान।
22. सहायक निदेशक (टं.आ.), हिंदी शिक्षण योजना, प्रशिक्षण केंद्र
23. सहायक निदेशक (टं.आशु), अनुसंधान एवं विश्लेषण एकक एवं वेबसाइट अपडेट नोडल अधिकारी, केंद्रीय हिंदी प्रशिक्षण संस्थान, अंत्योदय भवन, लोदी रोड, नई दिल्ली.



(राकेश कुमार वर्मा)

उप निदेशक (टं.आ.)

Chti1041

ऑनलाइन फीस जमा करने के स्टैप्स

स्टेप-1



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

अथवा

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।

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।

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 : PostGraduate / 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.	ई-मेल आईडी (कार्यालय अथवा निजी) :	E-mail ID (Official or personnel):
12.	दूरभाष/मोबाइल :	Tel./Mobile :
13.	आधार संख्या :	Aadhar No.
14.	परीक्षा शुल्क विवरण :	Exam Fee Details : Amount Draft No. & Date Name of Branch

प्रशिक्षार्थी के हस्ताक्षर

नामित करने वाले अधिकारी के हस्ताक्षर (मोहर सहित)