

3.1. Providing accommodation and furniture for holding Hindi Classes under Hindi Teaching Scheme

Under the Hindi Teaching Scheme accommodation for holding Hindi classes, Hindi Typing/Stenography classes is provided by the Heads of offices, in whose premises such classes are held. It is also the responsibility of the Heads of the offices to provide furniture etc. needed for holding these classes. The Heads of offices who do not have the financial powers to incur the expenditure on furniture, shall approach their respective higher Offices/Ministries/Departments of Govt. of India for getting sanction of the amount needed for this purpose.

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3.2. Imparting training in Hindi, Hindi Typing and Stenography to the employees of Public Undertakings—Expenses for availing the services of Hindi Pradhyapak or an Assistant Director (Hindi Typewriting and Hindi Stenography) etc.

Since 1974, training in Hindi, Hindi Typing and Stenography has also been made compulsory for the employees of Corporations, Bodies, Companies, Undertakings, Nationalized Banks etc. owned and controlled by the Central Govt., in addition to the employees of the Ministries of the Central Govt. and their Attached and Subordinate Offices.

Some autonomous organisations particularly those with a large number of employees have made their own arrangements for training their employees in Hindi, but for those autonomous organisations who have their offices scattered at far off places it is not possible from administrative point of view to make arrangements at every place. Organisations which, for one reason or the other, can not make their own arrangements for training their employees in Hindi, can take advantage of the facilities available under the Hindi Teaching Scheme of the Ministry of Home Affairs. The existing centres of the Hindi Teaching Scheme which have spare seats, easily admit employees of autonomous organisations, undertakings in their courses. However, if Hindi Teaching Scheme of this Department makes special arrangements for the Govt. Undertakings etc., the expenses incurred are to be borne by the concerned Undertaking. If such special class is arranged for more than one Undertaking, the expenses involved are recovered from the concerned Undertakings on the basis of the number of employees imparted training. Just as the employees of Public Sector Undertakings are admitted in case of spare seats, in the existing centres of the Hindi Teaching Scheme free of cost, so also if a special class is conducted for any Public Sector Undertaking, the entire expenditure will be borne by that undertaking, but in case of spare seats, the employees of the Central Govt. Offices and of any other Undertaking may also be admitted to that class and the undertaking, for which the special class has been arranged, will not claim any charges thereof. As regards the expenditure that is realised from the undertakings, corporations etc. for making separate arrangements under the Hindi Teaching Scheme to impart training in Hindi, Hindi Typing and Hindi Stenography specially to the employees of the undertakings, corporations, etc., the rates are reviewed from time to time.

Each Hindi Pradhyapak and each Assistant Director normally takes four classes a day. If their services are partly utilised the expenses as mentioned above have to be borne proportionately. The expenses incurred by Undertakings/Corporations/Banks for conducting Classes in Hindi, Hindi Typing/Stenography—Training fee and Examination fee are credited in the Revenue Account of the Central Govt.

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