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No. 21034/76/2008-OL(Training) (ii)
Government of India/Bharat Sarar
Ministry of Home Affairs/Grih Mantralaya
Department of Official Language

3 DEC 2008

Lok Nayak Bhavan, Khan Market,
New Delhi, Dated, the 28th November, 2008

Office Memorandum

Subject: To impart training in Hindi Typewriting/Word Processing on computers on voluntary basis to all categories of the officers of the various Ministries/Departments/Offices of Central Govt. and PSUs/Autonomous bodies/Nationalised banks etc.under Central Govt.

During recent years, Ministries/Departments/Offices of Central Govt. and other PSUs, Nationalised banks, Autonomous bodies etc. under Central Govt. have been computerised on a large scale and now most of the official work is being performed through computers by all categories of staff and officers. In this context, clarification is being sought repeatedly whether the training in Hindi Typewriting/Word Processing may be imparted to the officers working in various Ministries/Departments/Offices, PSUs, Autonomous bodies, Nationalised banks etc. through Central Hindi Training Institute/Hindi Teaching Scheme?

2. Keeping in view the need and demand for Word Processing in Hindi on computers, now it has been decided that since training in Hindi Word Processing to the officers of all categories will be useful in performing their official work; so the officers of all categories working in Ministries/Departments/Offices of Central Govt. and PSUs, Nationalised banks, Autonomous bodies etc. under Central Govt., for whom training of Hindi Typewriting/Word Processing in Hindi is not mandatory but useful, may be nominated for training in Hindi Typewriting/Word Processing **on voluntary basis** and they may be admitted to the training classes **on availability of seats**. But, these officers will not be entitled for any financial benefits/incentives etc. such as personal pay, cash award and any lump sum award after passing the Hindi Typewriting examinations.

3. These orders will be effective from the date of issue of this OM.

4. This O.M. is being issued with the concurrence of Integrated Finance Division (MHA) vide Note Dy.No. 1530/AS&FA (H) dated 28.08.2008.


(Vijay Kumar Gupta)
Under Secretary (Training)

To

1. All Ministries/Departments, Govt. of India.
2. Election Commission of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Controller & Auditor General of India, New Delhi.

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Copy to:

1. All Subordinate and Attached offices of MHA & DOL.
2. All UTs.
3. All Sections/Desks, DOL.
4. Director, CHTI, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi with reference to their proposal submitted on their file No.22011/173/2008/CHTI/OS(T/S).
5. All Joint Directors/Deputy Directors, CHTI/HTS.
6. Integrated Finance Division (MHA) with reference to their note No. 1530/AS&FA (H) dated 28.08.2008.
7. Sub-Editor, Patrika Unit, Deptt. of Official Language, Lok Nayak Bhavan, New Delhi.
8. Technical Director, Deptt. of Official Language, Lok Nayak Bhavan, New Delhi for putting the orders in the website of Department of Official Language.
9. *spare copies (30).*