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No. 21034/76/2008-OL(Training)(i)
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: Mandatory training in Hindi Typewriting/Word Processing for Computer Operators/Data Entry Operators/Postal Assistants/Office Assistants/Telecom Assistant/Tax Assistants, etc. working in various Ministries/Departments/Offices of Central Govt. and PSUs/Autonomous bodies/Nationalised banks etc under the Central Govt.

It had been decided, vide this Department's OM No. 12011/4/74/Hindi-2/OL(D) dated 10.08.1975 and OM No. 12016/2/78-OL(D) dated 10.01.1979 that Assistants, UDCs and Hindi Translators for whom training in Hindi Typewriting is not mandatory but useful, may be admitted to the Hindi Typewriting classes on voluntary basis on availability of seats and like LDCs they may also be granted various benefits and incentives on passing the Hindi Typewriting examinations. It had also been clarified that terms "Assistant" and "UDCs" will include Government servants of the group 'C' posts doing similar work, but not supervisory work in other offices and having different designations such as Selection Grade Auditors or Auditors in the Audit Department.

2. During the recent years, Ministries/Departments and other PSUs, Nationalised banks, Autonomous bodies etc. under the Central Govt. have been computerised on a large scale and now most of the official work is being performed through computers by officers and employees. Due to changes in the nature of work after the computerisation in most of the Central Govt. Departments/Offices, Public Sector Undertakings, Banks, etc. designations of the posts of LDCs and their equivalents have been changed, either by upgrading or keeping their status unchanged, such as :-

- i. Postal Assistant and Office Assistant etc. in the Department of Posts.
- ii. Sorting Assistant/Office Assistant etc. in RMS.
- iii. Telecom Assistant etc. in the Department of Telecommunications.
- iv. Tax Assistants etc. in Income Tax and Custom & Excise Departments, and
- v. Computer Operators/Data Entry Operators etc. in various Ministries/Departments/Offices.

3. In this context, clarification is being sought repeatedly by various Ministries/Deptts. and Offices as to whether the training under Central Hindi Training Institute/Hindi Teaching Scheme in Hindi Typewriting/Word Processing is mandatory or not for these employees whose designation have been changed either by upgrading or keeping in the same status? Clarifications have also been sought if Hindi Typewriting/Word processing is mandatory for such employees and whether these employees, after passing the examinations, will also be entitled for various benefits and financial incentives or not?

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4. 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 on computer to the employees will be useful in performing their official work; so the training in Hindi Typewriting/Word Processing on Computer under Central Hindi Training Institute/Hindi Teaching Scheme will be mandatory for the employees of Group 'C' working on following posts:-

- (a) Postal Assistant and Office Assistant etc in the Department of Posts.
- (b) Sorting Assistant/Office Assistant etc. in RMS.
- (c) Telecom Assistant etc. in the Department of Telecommunications.
- (d) Tax Assistants etc. in Income Tax and Custom & Excise Departments, and
- (e) Computer Operators/Data Entry Operators etc. in various Ministries/Departments/Offices.

5. In addition, those group 'C' employees who perform similar type/similar nature of work and have different designations with different pay scales will also be included in this training. After completion of training and passing the Hindi Typing examinations these employees will also be eligible for all the financial benefits such as personal pay, cash awards and lump sum awards etc., as per the provisions/terms and conditions of Govt. orders issued from time to time in this regard.

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

7. 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.

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, Lodhi 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 ^{Dy.} 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 OL, Lok Nayak Bhavan, New Delhi for putting the orders in the website of Department of Official Language.
9. *Spare copies (30).*