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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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