

No. 12013/ 1/2005-OL(Trg.)  
Government of India  
Ministry of Home Affairs  
Department of Official Language

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Lok Nayak Bhavan, Khan Market,  
New Delhi, the 8<sup>th</sup> April, 2005

**OFFICE MEMORANDUM**

**Subject: Providing Hindi Prabodh, Praveen, Pragya and also Hindi Typewriting and Stenography text books free of cost to the employees of PSUs /Banks/Autonomous Organisations/Corporations etc. owned or controlled by the Government of India.**

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In- service training of Hindi Language and Hindi Typewriting and Hindi Stenography is compulsory for all the Central Government employees including employees of the public sector undertakings, banks, autonomous organizations, corporations etc. owned or controlled by the Government of India. The text books for Hindi Prabodh, Praveen, Pragya and also Hindi Typewriting and Stenography training courses conducted by Hindi Teaching Scheme/Central Hindi Training Institute are being provided free of cost to the Central Government employees only.

2. It has now been decided that the text books of Hindi Prabodh, Praveen, Pragya and also of Hindi Typewriting and Stenography and other training material shall be provided free of cost to the employees of the public sector undertakings, banks, autonomous organizations, corporations etc. owned or controlled by the Government of India also, who attend the training courses conducted under Hindi Teaching Scheme/Central Hindi Training Institute and shall not be taken back after completion of the training.

3. This Office Memorandum is being issued with the concurrence of the Finance Division of the Ministry of Home Affairs vide their Note Dy.No. 10888/AS & FA(H) dated 11.3.2005.

Sd/-  
(S. Ramanan)  
Under Secretary to the Govt. of India

1. All Ministries/Departments of the Govt. of India. (It is requested that the contents of the above OM may be brought to the notice of all public sector undertakings/banks/autonomous organizations/corporations etc. under their control.)
2. Election Commission of India, New Delhi
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Planning Commission, New Delhi.
6. Office of the Comptroller and Auditor General of India, New Delhi.
7. All Sections/Desks of Ministry of Home Affairs and Department of Official Language
8. Central Hindi Training Institute /Central Translation Bureau /Committee of Parliament on Official Language/Regional Implementation Offices
9. Guard file.

Sd/-  
(S. Ramanan)  
Under Secretary to the Govt. of India