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**No -15/2/2023 - DD (Exam)/ 75**  
Govt. of India  
Ministry of Home Affairs  
Department of Official Language  
Hindi Teaching Scheme  
**Office of Deputy Director (Examination)**

East Block -7 , Floor-6  
Ramakrishnapuram,  
New Delhi-110066

Date: 27 JAN 2023

To

All Joint Directors/All Deputy Directors/Overall Officer-in-charge,  
Hindi Teaching Scheme/Correspondence Wing, Central Hindi Training Institute

**Subject: - Schedule of examinations for Hindi Praveen/ Pragma / Pragma Banking/ Parangat and Prabodh to be held in May,2023**

Sir / Madam ,

Hindi Prabodh/Praveen/Pragma/Pragma Banking and Parangat examinations to be organized under the Department of Official Language are conducted every year in the months of May and November by the Examination Wing. Examination centers are established at all India level for conducting these examinations. The results of the examinations of regular/private/correspondence courses candidates who have appeared in these examinations in each session are declared on the last working day of June/December.

In relation to the Hindi language examination to be held in May, 2023, it is to be informed that under the guidance of the Department of Official Language, a "PRANALI" has been prepared to bring transparency in the training system and to make its monitoring tight. Since January 2018, the Examination system has been linked to "PRANALI", therefore, all Regional Joint Directors/ Deputy Directors are requested to follow the guidelines issued by the Central Hindi Training Institute vide its letter No. 12/6/2016 H.T.S.(HQs)/127 dated 10 January, 2018 during the examinations to be conducted in May, 2023. It may be ensured as per following:-

1. While registering the trainees of various training courses, the details should be filled in the online "PRANALI" by the faculty members i.e. Hindi Pradhyapak/Assistant Director (Language), after getting verified from the concerned Regional Joint Directors/Deputy Directors and sent to the examination branch. Manual examination forms will not be accepted by the examination branch. In May, 2023, only those personnel will be examined, whose details will be duly filled in the "PRANALI" for the training programme.
2. All Regional Joint Directors/Deputy Directors/Assistant Directors should themselves ensure that the complete details of the trainees are filled correctly in the "PRANALI" by each faculty member.
3. The last date for the registration of trainees by the faculty members under "PRANALI" in the session **January-May, 2023** has been fixed as **February 28, 2023** and the last date for certifying the above registrations by the Regional Joint Directors/Deputy Directors has been fixed as March 12, 2023 .

....2/-

**The following are the Postal address and e-mail IDs of the Regional Offices:-**

- (1) Joint Director,  
Deputy Director (North-Central)  
Hindi Teaching Scheme,  
East Block-7, Level-6  
R.K. Puram, New Delhi-110066  
[ddhts-nc-dol@nic.in](mailto:ddhts-nc-dol@nic.in)
- For the offices located at Delhi,  
Haryana, Punjab, Rajasthan, Himachal  
Pradesh, Jammu Kashmir, Madhya Pradesh,  
Uttar Pradesh, Chhattishgarh, Uttrakhand,  
Laddakh, Union Territory of Chandigarh.
- (2) Joint Director,  
Deputy Director (South)  
Hindi Teaching Scheme,  
E-3, C Block, Rajaji Bhawan ,  
Besant Nagar, Chennai-600090  
[ddhts-south-dol@nic.in](mailto:ddhts-south-dol@nic.in)
- For the offices located at Tamilnadu,  
Andhra Pradesh, Kerala, Telengana and  
The Union Territory of Pudducheri
- (3) Joint Director,  
Deputy Director (East),  
Hindi Teaching Scheme,  
18<sup>th</sup> Floor, Nizam Palace Complex, 234/4,  
Acharaya Jagdish Chandra Bose Road,  
Kolkata-700020  
[ddhts-east-dol@nic.in](mailto:ddhts-east-dol@nic.in)
- For the offices located at West Bengal,  
Odisha, Bihar, Jharkhand and Union  
Territory Andeman & Nicobar
- (4) Joint Director,  
Deputy Director (West),  
Hindi Teaching Scheme,  
Kendriya Sadan, C Wing, 6<sup>th</sup> Floor,  
C B D Belapur, Navi Mumbai -  
[ddhts-west-dol@nic.in](mailto:ddhts-west-dol@nic.in)
- For the offices located at Maharashtra,  
Gujrat, Karnatka, Goa, Union Territory of  
Daman div and Dadra Nagar Haveli
- (5) Joint Director,  
Deputy Director (North-Eastern),  
Hindi Teaching Scheme,  
Eastern Frontier Railway Headquarters,  
Maligoan, Guwahati-II (Assam).  
[ddhts-ne-dol@nic.in](mailto:ddhts-ne-dol@nic.in)
- For the offices located at Assam,  
Arunachal Pradesh, Manipur, Mizoram,  
Meghalaya, Nagaland, Sikkim and  
Tripura
- (6) Dy. Director,  
Assistant Director-in-charge  
(correspondence courses)  
Central Hindi Training Institute ,  
Department of Official Language ,  
Ministry of Home Affairs, 2-A, Prithviraj Road,  
New Delhi-110011  
[adpracharchti-dol@nic.in](mailto:adpracharchti-dol@nic.in)
- (8) Dy. Director  
Hindi Teaching Scheme,  
Rajbhasha Swarn Jayanti Bhawan,  
First floor, D.R.M. Office premises,  
S.C. Railway,  
Vishakhapatnam-530004  
[chti1158@nic.in](mailto:chti1158@nic.in)
- (7) Dy. Director  
Hindi Teaching Scheme, A Wing,  
5<sup>th</sup> Floor, 17<sup>th</sup> Main, Kendriya Sadan  
Bengaluru – 5600034  
[chti1171@nic.in](mailto:chti1171@nic.in)
- (9) Dy. Director  
Hindi Teaching Scheme,  
Room No.- 403, 6-8/32, Fourth Floor,  
C.G.O. Towers, Kavadi guda,  
Secunderabad – 500080  
(Telangana)  
[chti1157@nic.in](mailto:chti1157@nic.in)

4. According to the rules, it is necessary to obtain minimum 35 percent marks in each question paper and internal assessment/oral examination to pass the examination, but the total marks of both the question papers must be 80 to pass. The result of a candidate who obtains less than 35% marks in any one paper will be declared as supplementary.
5. Candidates declared supplementary in November, 2022 examination will appear in May, 2023 examination but their details will not be uploaded in the "PRANALI". Only the registered number issued earlier will have to be used. If the supplementary examinees of November, 2022 do not appear in the May, 2023 examination, then they will have to take the examination of all the three question papers later as private examinees, whose re-registration will have to be done by the Regional Joint Director/Deputy Director Office.
6. Bank draft of Rs.10/- as examination fee to the trainees appearing in the supplementary examination of Undertakings / Corporations / Nationalized Banks / Bodies etc. under the control of the Government of India in favour of Deputy Director (Examination), Hindi Teaching Scheme, New Delhi would send .
7. Those trainees who will not appear in the examination due to any reason or have been declared failed, such trainees can fill the examination form as a private candidate in the examinations of the upcoming sessions. Such trainees should definitely be informed that as private examinees they will also have to appear in the viva voce test.
8. Action related to change of examination center of the trainee will be done only through Joint Directors/Deputy Directors, whose information will be given by Regional Joint Directors/Deputy Directors immediately by e-mail to the examination branch so that new admit card can be issued for center change. . For the said process, the trainee will have to apply at least 15 days before the scheduled date of examination. After that the applications made for change of center will not be considered.
9. Admit cards can be issued by the Examination Wing only after filling the details of the examination fee of the trainees under "PRANALI" by the faculty members. Faculty members will be able to download their own admit cards from the "PRANALI" two weeks before the examination.
10. No examination fee is payable for Praveen, Pragya, Pragya Banking, Parangat and Prabodh examinations for Central Government employees. An examination fee of Rs.100/- is payable for Praveen, Pragya, Pragya Banking and Prabodh for all personnel of Undertakings/Corporations, Nationalized Banks/Bodies etc. under the control of Government of India. No examination fee is payable for the Parangat examination.
11. The examination fee should be deposited online on the State Bank of India website [www.onlinesbi.com](http://www.onlinesbi.com) by following steps and the acknowledgment/receipt of the amount paid online must be sent to the office of the Deputy Director (Examination), Hindi Teaching Scheme, New Delhi.

**Steps for depositing the fee online :-**

1. First open the SBI's website [www.onlinesbi.com](http://www.onlinesbi.com) and click on sub title **State Bank Collect** and then **agree** to all the terms & condition, then **proceed** further.
2. On page **State Bank Collect**, select **All India** in **State of Corporate/Institution** and then select **Govt. Department** in **Type of Corporate/Institution** and click on **GO**.
3. In the **Govt. Department Name**, submit on **HINDI TEACHING SCHEME, DEPT. OF OFFICIAL LANGUAGE MHA**.
4. Select **Hindi Teaching Scheme** in **Select Payment Category**. One form will be opened immediately after this selection.
5. Fill up this form and click on **Submit** button. After this submission, please **confirm** your filled in detail sand then make the **payment**.
6. After making the payment, print its receipt, take a photocopy of this receipt and send it to the O/o Deputy Director (Exams), Hindi Teaching Scheme, East Block-7, Level-6, R.K. Puram, New Delhi-110066.

Bank - State Bank of India  
Account No. - 35148065108  
Branch Code - 00625  
IFSC Code - SBIN0000625

**(It is mandatory to send the acknowledgement receipt of the payment made through online mode, to Deputy Director (Exams), Hindi Teaching Scheme, New Delhi).**

Only in the most compelling Circumstances the payment of fee can be made by mode of demand draft. The Draft should be in favour of Deputy Director (Examination), Hindi Teaching Scheme, New Delhi. Filling the details of draft in "PRANALI" is mandatory. The registration will be accepted only after the Filling details of draft in "PRANALI" otherwise the Admit Card (Hall Tickets) would not be generated.

**Schedule of Examinations May, 2023**

Name of Course Exam	Question Paper	Day	Date	Time
Praveen	Ist	Monday	15.05.2023	10.00 AM To 13.00 PM
Praveen	IIInd	Monday	15.05.2023	14.00 PM To 17.00 PM
Praveen	Viva-Voce	Tuesday	16.05.2023	10.00 AM To 17.00 PM
Pragya/Pragya Banking	Ist	Tuesday	16.05.2023	10.00 AM To 13.00 PM
Pragya/Pragya Banking	IIInd	Tuesday	16.05.2023	14.00 PM To 17.00 PM
Pragya/Pragya Banking	Viva-Voce	Wednesday	17.05.2023	10.00 AM To 17.00 PM
Parangat	Ist	Wednesday	17.05.2023	10.00 AM To 13.00 PM
Parangat	IIInd	Wednesday	17.05.2023	14.00 PM To 17.00 PM
Prabodh	Ist	Thursday	18.05.2023	10.00 AM To 13.00 PM
Prabodh	IIInd	Thursday	18.05.2023	14.00 PM To 17.00 PM
Prabodh	Viva-Voce	Friday	19.05.2023	10.00 AM To 17.00 PM

**Note - The Viva-Voce may be taken in dates of Written Examination according to convenience.**

12. The Regional Joint Directors/Deputy Directors/faculty members will fill up all the information pertaining to the Center Superintendent on the "PRANALI". The faculty members will ensure that center superintendent is a Gazetted Officer and he/she is posted in the same city, and there is no possibility of his/her being on transfer/leave during examination period. Officers of Undertakings/Corporations may also be appointed as center superintendent provided he/she is equivalent to Gazetted Officer.

13. The faculty member should also upload the details of center superintendent on the PRANALI and the same is to be forwarded to Deputy Director (Exam) through the Regional Joint Director/Deputy Director till **3<sup>rd</sup> April, 2023** so that further timely action pertaining to examinations (appointment letter of center superintendent, questions-papers and examination material) may be issued.

14. All the Regional Joint Directors/Deputy Directors/Officer in overall charge, are requested to send the details of expenditure to be incurred during the examination Centre rent, wherever required including honorarium and contingency/miscellaneous expenses etc. In addition to this, they are also requested to send details of **bank account number, IFSC Code, name of Bank/Branch of the concerned centre superintendent** by **09.04.2023** positively so that advance amount can be drawn.

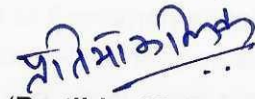
15. The payment of the bills pertaining to examination will be made from the bank account of the centre superintendent only through the E-Payment. Therefore, it is mandatory to send the details of centre superintendent's account number, name of bank/branch, IFSC Code, mobile number and E-mail ID along with the bills so that the payment procedure prescribed by Govt. of India can be adhered to a photocopy of the cancelled cheque may also be sent for smooth transaction.

16. Examinations for Prabodh, Praveen, Pragya, Pragya Banking and Parangat will be conducted in centralized mode. The Examinations of these courses will be conducted as before of the sessions of 2020. If there are less than 10 examinees in any exam centre then examination centre can be set up but any remuneration not be paid. (Only for Correspondence Candidates)

**Remarks –**

1. All the Offices concerned are requested to convey their e-mail address so that future correspondence can be made through e-mail.
2. All Regional Offices are requested to ensure that candidate/trainee 's data is correct and properly fill up in "PRANALI" by faculty members.
3. All Faculty Members may be note Registration Number is issued on prescribed proforma when the PRANALI service will be interrupted due to technical reasons, the examination can be conducted as per examination schedule.
4. There will be compliance of the orders issued by Govt. of India at the time of Covid epidemic.

Yours Sincerely

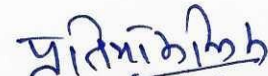


(Pratibha Malik)  
Deputy Director (Exam)  
chti 1161

Endorsement – 15/2/2023-DD(Exam.)/75  
and necessary Action

Dated 27.1.2023 Copy for information

1. Director, Central Hindi Training Institute, New Delhi.
2. Director(Training), Department of Official Language, Ministry of Home Affairs, N.D.C.C.-II, B Wing, 4<sup>th</sup> Floor, Jai Singh Road, New Delhi – 110001
3. Director(Implementation), Department of Official Language, Ministry of Home Affairs, N.D.C.C.-II, B Wing, 4<sup>th</sup> Floor, Jai Singh Road, New Delhi – 110001 with the request that this may be circulated to the different Chairman of Narakas (TOLIC) through all Regional Implementation Offices.
4. Nodal Officer(Website), Central Hindi Training Institute, New Delhi for uploading this to the website of Central Hindi Training Institute/Department of Official Language ([chti.rajbhasha.gov.in](http://chti.rajbhasha.gov.in)).



(Pratibha Malik)  
Deputy Director (Exam)  
chti 1161