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भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPTT. OF OFFICIAL LANGUAGE

उप निदेशक ( मध्योत्तर ) का कार्यालय

OFFICE OF THE DEPUTY DIRECTOR (NORTH CENTRAL)

हिंदी शिक्षण योजना

HINDI TEACHING SCHEME

पूर्वी खंड-7, तल-6,

East Block-7, Level-6,

रामकृष्णपुरम/R.K. Puram,

नई दिल्ली/New Delhi-110066

दिनांक/Dated..... 3.5.18/11/18

To

All Liaison Officers (Hindi),  
Head of office/ Administrative Officer/Hindi Officer (Official Language)  
All the Ministries, Govt. of India /Departments/Nationalised Banks /Undertakings/  
Corporations/Public Bodies etc.  
Delhi/New Delhi/NCR Delhi.

**Sub: Organisation of Long term Hindi Prabodh, Praveen, Pragya and Parangat classes for the session January-May, 2019 under Hindi Teaching Scheme.**

Sir/Madam,

The new session of Hindi Prabodh, Praveen, Pragya and Parangat classes under Hindi Teaching Scheme will commence from 1st January-2019 at 10.00 A.M. Kindly send nomination list of the officials of your office filled in the enclosed Prescribed proforma .by 21<sup>st</sup> December, 2018 .

Eligibility of the candidates for Prabodh, Praveen, Pragya and Parangat courses is as follows:-

...../2-



**Note:-**

- The Employees who are not required to do any Ministerial work or not required to write notes on files or deal with correspondence, (e.g. Staff Car Drivers, Engine Drivers, Record Sorters, Electricians, Fitters, Gestetner Operators, Postmen, Telephone Operators etc.) are required to undergo training in Prabodh Course.
- The employees/officers who are generally not required to do any ministerial work themselves but have to be conversant with Hindi in order to be able to do correspondence and prepare reports etc., in Hindi (e.g. Doctors, Scientist, Nurses, Supervisory Staff in Workshops and laboratories etc.) are required the training upto PRAVEEN Course.
- The Central Government Employees/Officers who have to do ministerial work, record notes or deal with correspondence are required to undergo training upto PRAGYA Course.
- Parangat course is for all those officials who possess the working knowledge of Hindi.
- As per OM No. 14034/30/2009-OL(Trg.) dated 6<sup>th</sup> January, 2010 of Deptt. Of Official Language it is decided that the personnel who are converted in Group "C" from Group "D" and posses the requisite educational qualification may be given training in Hindi language, Hindi Typewriting and Hindi Stenography. After completion of training and qualifying the prescribed exams they may also be awarded all kinds of cash incentives like cash award, advance increment etc.

**1. REGISTRATION OF TRAINEES**

- Details of Hindi PRABODH/PRAVEEN/PARAGYA and PARANGAT will be uploaded on the system developed by Deptt of Official Language by all the Assistant Directors/ Hindi pradhypaks.
- All the Assistant directors/pradhayapak must ensure that the details uploaded by them is absolutely correct. Last date of uploading the data will be informed well in advance to all the Hind Pradhypaks. Inform immediately to Deputy Director (NC) after uploading the details on the system (Pranali) No detail of any candidate will be uploaded after the last date.

**2. Examination and examination related Rules**

- The Examination for all these courses will be conducted in the Month of May 2019.
- The details of the trainee Bilingually filled in the prescribed proforma should reach in the office of Dy. Director (N.C), Hindi Teaching Scheme, East Block-7, level-6, R.K. Puram, New Delhi-110066 by 15-02-2019.

**3. Examination Fee**

- No fee for central Govt employees.
- Rs 100/- per candidate examination fee is payable for regular/ private candidates of undertaking, banks autonomous bodies of Govt of India.
- No examination fee for Parangat candidates.

#### 4. Payment of examination fee:-

- Rs. 100/- per candidate Examination fee is Payable through Demand Draft by the regular and private candidates of Govt of India undertakings , corporations etc in favour of Dy. Director (Exam) Hindi Teaching Scheme New Delhi
- It is mandatory to upload the details of demand draft in System then only it will be accepted (confirmed) by examination wing otherwise admission card ( hall ticket) of the candidates will not be sent.
- Examination fee can be deposited ONLINE also on the State Bank of India website [www.onlinesbi.com](http://www.onlinesbi.com). Online fee payment receipt must be sent to Deputy Director (exam).

#### 5. Supplementary examination:-

- Examinee declared failed in any paper of PRABODH/PRAVEEN/PARAGYA and PARANGAT in the exams held in November 2018 will have to apply fresh for the supplementary examination mentioning the Roll no (November 2018 examination). It will also be mentioned along with Roll no. by the examinee that in which paper he/she is appearing for the supplementary exam.
- A Rs 10 examination fee is compulsory for the candidates of Govt of India undertaking, corporation, autonomous bodies, and banks etc appearing in supplementary examination.

#### 6. Books

- Text books will be provided free of cost to all the trainees.

#### 7. Incentives

- On fulfilling the conditions as per Deptt. of Official Language, Ministry of Home Affairs the Personal Pay equal to the amount of one increment for the period of 12 months is granted to the Central Govt. Employees on passing the prescribed last course of Hindi Teaching Scheme.
- Actual bus/train fare is admissible to attend the classes if the trainee travels more than 1.6 kms.
- After passing the Hindi Prabodh, Praveen, Pragya examination and fulfilling the prescribed terms and conditions the cash awards are granted to the candidates by the concerned office as per the table given below:-

(Vide O.M. No. 212820/66-O.L.(Training) Dated 29July 2011)

S.No.	Course	Percentage of marks		
		55%	60%	70%
1	Prabodh	Rs. 400/-	Rs. 800/-	Rs. 1600/-
2	Praveen	Rs. 600/-	Rs. 1200/-	Rs. 1800/-
3	Pragya	Rs. 800/-	Rs. 1600/-	Rs. 2400/-

## **8. Attendance in the Classes**

- As per the O.M. 12014/1/74-Hindi/1/ dated 19.02.1976 and O.M. No. 12044/1/74-O.L.(D) dated 11.03.1985 it is obligatory for all the nominated officials to attend the classes regularly and to appear in the examination after completion of the course.
- Every month the internal assessment marks are given by the Pradhyapak/incharge of the centre on the basis of attendance in the class, written, verbal communication and conversation.

## **9. Opening of New classes**

- If any Deptt./office is interested to start new classes in their office premises, it should be ensured that there may be minimum **10 to 15 Trainees** to be nominated for each course. For this purpose a proper proposal should be sent to this office before 21/12/2018 for needful action.

## **10. Important**

- Regular attendance in the classes, filling up the examination forms and appearance in the examinations is to be ensured.
- This should also be ensured that all the nominated trainees must attend the classes regularly & appear in the examination.
- All the Ministries etc. are requested to circulate this letter to their attached and subordinate offices.
- A list of part time & regular training centers is enclosed for ready reference.
- Instructions issued in this letter regarding Hindi training will also be applicable for all the offices located in NCR, Faridabad, Gurgaon, Noida, Greater Noida and Ghaziabad etc.
- All the officers/Head of the Department are requested to nominate maximum number of officials for these language courses for the session **January-May, 2019**, so that the target fixed by official language Deptt. may be achieved by the year 2025.

**Contact**

Office address -  
Office of the Dy. Director(N.C),  
Hindi Teaching Scheme,  
East Block-7, Level-6, R.K. Puram, (Near FRRO)  
New Delhi-110066.  
Ph.: 26175246, 26191572

Mrs. Veena Sharma  
Dy. Director  
E-mail- [chti1113@nic.in](mailto:chti1113@nic.in)  
[ddhts-nc-doi@nic.in](mailto:ddhts-nc-doi@nic.in)  
Mob: 9868347330,26191572.

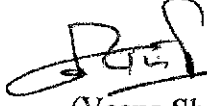
Sh. Jitendra Kumar Singh  
Asstt. Director  
Mob.: 9560213089  
Ph. 26176055  
E-mail- [chti1148@nic.in](mailto:chti1148@nic.in)

<b>Hindi Pradhyapak</b>	<b>Mobile No</b>	<b>E-mail address</b>
1. Sh. Raj Kumar	9582854331	E-mail <a href="mailto:chti1232@nic.in">chti1232@nic.in</a>
2. Smt. Neepa Sharma	9899989821	E-mail <a href="mailto:chti1227@nic.in">chti1227@nic.in</a>
3. Sh. Asha Ram	9136237393	E-mail <a href="mailto:chti1256@nic.in">chti1256@nic.in</a>
4. Sh. Raj Kumar Balmiki	9971953257	E-mail <a href="mailto:chti1260@nic.in">chti1260@nic.in</a>
5. Smt. Seema Rani	9990197892	E-mail <a href="mailto:chti1267@nic.in">chti1267@nic.in</a>
6. Preeti Singh(Chandigarh)	09417166338	E-mail <a href="mailto:chti1170@nic.in">chti1170@nic.in</a>
7. Dr. Rameshwer Lal Meena(Jammu)	09018451848	E-mail <a href="mailto:chti1272@nic.in">chti1272@nic.in</a>
8. Rajesh Kumar Meena(Jaipur)	09460474143	E-mail <a href="mailto:chti1177@nic.in">chti1177@nic.in</a>
9. Mahesh Meena(Deoli Rajasthan)	09508155071	<a href="mailto:Maheshgudli007@gmail.com">Maheshgudli007@gmail.com</a>

All the Head of the Departments are requested to send the full office address along with Telephone number and Fax number. It will be convenient for us if you can give your E-mail address for correspondence.

Kindly visit the official website of Department of official Language [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in) to know more about new Parangat Course.

Yours faithfully

  
(Veena Sharma)  
Deputy Director (N.C.)

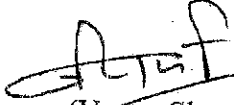
26/10/18

Endorsement No. 3/8/2016-DD(NC)/

Dated:

Copy forwarded:-

1. Director, Central Hindi Training Institute, Pt. Deen Dayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
2. Joint Director, Central Hindi Training Institute, Pt. Deen Dayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
3. Joint Director, Hindi teaching scheme, New Delhi.
4. Dy. Director (Implementation), Deptt. of official language, Ministry of Home Affairs, New Delhi.
5. All Asstt. Directors/ Hindi Teaching Scheme/Central Hindi Teaching Institute, New Delhi.
6. Dy. Director (Typing/Shorthand), Central Hindi Training Institute. 2-A, Prithviraj Road, New Delhi.
7. Dy. Director (Typing/Shorthand), R.K. Puram, New Delhi.
8. Officer in overall charge, Hindi Teaching Scheme, Chandigarh, Jaipur, Jammu.
9. Assistant Director (Typing/ shorthand), Research and Analysis unit, Central Hindi Training Institute, Pt. Deen Dayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi-03.

  
(Veena Sharma)  
Deputy Director (N.C.)  
Chti1113

26/10/18

**-Hindi Training Centers under the Office of the Dy. Director (N.C.)  
Session - January-May, 2019**

S.No	Name of Training Centre	Phone No.
1.	Conference Hall, Hindi teaching scheme, Level-6, East Block -7 R. K. Puram, New Delhi-66	011- 26175246
2.	Border Road Organization, Ring Road, New Delhi	011-25687114
3.	Union Public Service Commission (UPSC), Shahajahan Road, New Delhi.	011-23098591/4558
4.	Office of the Air Force Records, Subroto Park, New Delhi.	011-2569755/7529
5.	Tihar Jail, Tihar Jail Campus, Lajwanti Garden, New Delhi.	011-25615203
6.	Air Force Station, Tughlakabad, New Delhi	
7.	S.S.B., 25 <sup>th</sup> Bn. Ghitorani, New Delhi	
8.	Bharat Electronics Ltd., (BEL), Vaishali, Ghaziabad	0120-2894376
9.	Lady Harding Medical College, New Delhi	011-23456396
10.	Ram Manohar Lohiya Hospital, New Delhi.	
11.	National Agriculture research Institute, Pusa Campus, New Delhi.	
12.	Sports Authority of India, J.L.N. Stadium, New Delhi	
13.	National Science Centre, New Delhi	
14.	National Institute of food Technology Entrepreneur ,Industrial Estate, Kundli , Sonapat, ( Haryana )	0130-221981079
15.	National Institute of Technical Training, office of The Accountant General, sector 17, Chandigarh	
16.	Central Industrial Security Force ( CISF) 12 Wing, Air force Station Chandigarh	
17.	I.T.B.P Bhanu, Chandigarh	
18.	C.R.P.F Lalvas Jaipur ( Rajasthan)	
19.	B.S.F Labana Camp Jaipur	
20.	C.I.S.F Aamer	



## Nomination form

S.N.	Name of officer/Employee	Designation	Mother tongue	Course for which Nominated	Nearest Training Center	Office address & Ph. No.	Total No. of Employees

Signature .....

Name and designation of nominating officer.....

(With Seal)

Name and Full address of office and including telephone number .....

E-mail ID.....

उप निदेशक (मध्योत्तर),  
हिंदी शिक्षण योजना, नई दिल्ली  
प्रशिक्षार्थी का विवरण  
प्रपत्र

प्रशिक्षण केंद्र का नाम:

प्रशिक्षण सत्र : जनवरी-मई/जुलाई-नवंबर  
कक्षा का नाम: प्रबोध/प्रवीण/प्राज्ञ/पारंगत  
पूर्णकालिक/अल्पकालिक प्रशिक्षण

प्रशिक्षार्थी का नाम (हिंदी में):	Name of candidate (BLOCK LETTERS)
लिंग (स्त्री /पुरुष/ अन्य )	Gender (M /F/ other)
पिता /पति का नाम (हिंदी में):	Father's/ Husband name
प्रशिक्षार्थी का पदनाम (हिंदी में):	Designation
मातृभाषा:	Mother tounge
हिंदी भाषा में ज्ञान का स्तर:	Knowledge of Hindi
मंत्रालय (हिंदी में):	Name of Ministry
विभाग का नाम (हिंदी में):	Name of Department
नामित करने वाले अधिकारी का नाम तथा पदनाम	Name & Designation of the Nominating officer
कार्यालय का पूरा पता (हिंदी में): ईमेल/आईडी/दूरभाष	Full office address With E.mail/ID/ phone
परीक्षा शुल्क भरने का विवरण : FEE DETAILS (if doesn't belong to a direct Central Govt. office/Dept	
दूरभाष:	Phone/mobile /
ई-मेल/आईडी:	E.mail./ Id of candidate
आधार सं०:	Adhhar No.

नोट: कृपया यह प्रपत्र हिंदी तथा अंग्रेजी दोनों भाषाओं में भरना आवश्यक है और अंग्रेजी का विवरण केवल [BLOCK LETTERS] में ही भरें।

दिनांक:

प्रशिक्षार्थी के हस्ताक्षर