

संख्या/No. 3/8/2016-DD(NC)/1182-1682

भारत सरकार  
GOVERNMENT OF INDIA  
गृह मंत्रालय , राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS,  
उप निदेशक (मध्योत्तर) का कार्यालय  
HINDI TEACHING SCHEME  
हिंदी शिक्षण योजना

पूर्वी खंड-7ए तल-6 ,  
EAST BLOCK-7, LEVEL-6  
रामकृष्णपुरम/R.K.PURAM,  
नई दिल्ली /NEW DELHI-110066.  
दिनांक /DATED 10-05-2018

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, Pragma and Parangat classes for the session July-November, 2018 under Hindi Teaching Scheme.**

Sir/Madam,

The new session of Hindi Prabodh, Praveen, Pragma and Parangat classes under Hindi Teaching Scheme will commence from 2nd July, 2018 at 10.00 hrs. in the morning. Kindly send nomination list of officials in duplicate by 15<sup>th</sup> June, 2018 in the enclosed nomination form .

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

1	2	3	4	5
Objects	Name of the course	Eligibility	Duration & Examination	Incentives
The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindi language, Hindi typing & Hindi stenography to all personnel of the Government of India and Public Sector Undertakings, Corporations,	Prabodh	This training is an elementary course and is equivalent to primary level Hindi. The officers/employees who do not possess knowledge of Hindi even of the primary level and whose mother tongue is Kannada, Tamil, Malayalam, Telugu, Mizo, Manipuri or English are eligible for admission to Prabodh course.	The course duration is 05 months. Alternate days 2.00 hours. Daily 01 hour.  Classes will commence from 2 <sup>nd</sup> July 2018  Examination will be held in the month of November 2018.	Candidates who will pass this examination will get cash award vide OM No. 21034/66/2010 OL(Training) dated 29 <sup>th</sup> July, 2011. The expenditure incurred on this will be borne by the department concerned.

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Autonomous bodies and Nationalized Banks, Financial institutions, Apex Banks and Autonomous Organizations etc. who do not possess the working knowledge of Hindi and for whom it is compulsory.	Praveen	This course is an intermediate equivalent to middle level Hindi. The officers/employees who have passed Prabodh examination or who do not possess knowledge of Hindi even of the middle level and whose mother tongue is Marathi, Gujrati, Bangla, Assamee Oriya, Nepali, Konkani, Bodo or Santhali are eligible for admission to Praveen course.	-do-	
	Pragya	This course is equivalent to High School level Hindi. The officers / employees who have passed Praveen course or who do not possess knowledge of Hindi up to the level of Matric and whose mother tongue is Urdu, Sindhi, Punjabi, Pasto, Kashmiri or Dogri may seek admission to Pragya course.	Course duration of Pragya is 5 months one hour daily or two hours alternate days . Classes will commence from 2 <sup>nd</sup> July 2018.	
	Parangat	This course is for all those officials who possess the working knowledge of Hindi.	-do-	The cash awards matter is under consideration of the Department.

**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 pradhayapak.
- All the Assistant directors/pradhayapak must ensure that the details uploaded by them is absolutely correct.
- Last date of registration is 15 August 2018 as directed by Director CHTI. Kindly inform Dy. Director (N.C) individually by e-mail.

### **2. Examination and examination related Rules**

- The Examination for all these courses will be conducted in the month of November 2018.
- Bilingually filled Examination form and Nominal roll in duplicate 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 16.08.2018

### **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 May 2018 will have to apply again mentioning the Roll no (May 2018 examination). Along with Roll no. it will also be mentioned 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 29 July 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 a class 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 15/06/2018 for needful action.

### **10. Important**

- Regular attendance in the classes, filling up the examination forms and appearance in the examinations is to be ensured.
- 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 July-November, 2018, so that the target fixed by official language Deptt. may be achieved by the year 2025.

**Your active participation will be appreciable in this regard.**

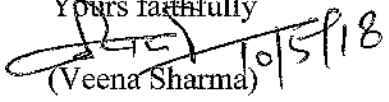
### **Contact**

Mrs. Veena Sharma Dy. Director E-mail- <a href="mailto:chti1113@nic.in">chti1113@nic.in</a> <a href="mailto:ddhts-nc-dol@nic.in">ddhts-nc-dol@nic.in</a> Mob: 9868347330,26191572	Sh. Vasudev Singh Asstt. Director Mob.: 9013496567 Ph. 26176055 E-mail- <a href="mailto:chti1124@nic.in">chti1124@nic.in</a>
Office address - Dy. Director(N.C), Hindi Teaching Scheme, East Block-7, Level-6, R.K. Puram, (Near FRRO) New Delhi-110066. Ph.: 26175246, 26191572	Sh. Jitendra Kumar Singh Asstt. Director Mob.: 9560213089 Ph. 26176055 E-mail- <a href="mailto:chti1148@nic.in">chti1148@nic.in</a>

Hindi Pradhyapak	Mobile No	E-mail address
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.)

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

**-Hindi Training Centers under the Office of the Dy. Director (N.C.)  
Session –JULY-NOVEMBER, 2018**

<b>S.No</b>	<b>Name of Training Centre</b>	<b>Phone No.</b>
1.	Conference Hall, Hindi teaching scheme, Level-6, East Block -7 R. K. Puram, New Delhi-66	
2.	Border Road Organization, Ring Road, New Delhi	011-25687114
3.	Union Public Service Commission (UPSC), Shahajahan Road, New Delhi.	011-23098591
4.	Office of the Air Force Records,Subroto Park, New Delhi.	011-2569755/7529
5.	Tihar Jail, Tihar Jail Compus,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.	Central Homeopathy Research Council, Janak Puri, New Delhi-58.	
11.	National Agriculture research Institute, Pusa Campus, New Delhi.	
12.	National Institute of food Technology Entrepreneur ,Industrial Estate, Kundli , Sonapat,( Haryana )	
13.	National Institute of Technical Training, office of The Accountant General, sector 17, Chandigarh	
14.	Central Industrial Security Force ( CISF) 12 Wing, Air force Station Chandigarh	
15.	I.T.B.P Bhanu, Chandigarh	
16.	C.R.P.F Lalvas Jaipur ( Rajasthan)	
17.	B.S.F Labana Camp Jaipur	
18.	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.....