

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय , राजभाषा विभाग

MINISTRY OF HOME AFFAIRS,

उप निदेशक (पूर्व) का कार्यालय

HINDI TEACHING SCHEME

हिंदी शिक्षण योजना

18th Floor, Nizam Palace
234/4, A.J.C Bose Road,
Kolkata-700020

Dated 28-11-2018

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.
Kolkata

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 3rd January, 2019 at 10.00 hrs. in the morning. Kindly send nomination list of officials in duplicate by 15th December, 2018 in the enclosed nomination form .

Eligibility of the candidates for Prabodh, Praveen, Pragya 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, Malyalam, Telugu, Mizo, Manipuri or English are eligible for admission to Prabodh course.	The course duration is 05 months. Alternate days 2.00 hours. Daily 01:00 hour. Classes will commence from 3rd January, 2019 Examination will be held in the month of May, 2019	Candidates who will pass this examination will get cash award vide OM No. 21034/66/2010 OL(Training) dated 29 th July, 2011. The expenditure incurred on this will be borne by the department concerned.

.....2/-

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-	-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 3 rd January 2019.	-do-
	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 6th 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 pradhyapaks.
- All the Assistant directors/pradhayapak must ensure that the details uploaded by them is absolutely correct.
- Last date of registration will be informed by Dy. Director (East) individually by e-mail.

2. Examination and examination related Rules

- The Examination for all these courses will be conducted in the month of May 2019.
- Bilingually filled registration form (enclosed) in duplicate should reach in the office of Dy. Director (East), Hindi Teaching Scheme, 18th Floor, Nizam Palace, 234/4 A.J.C Bose Road, Kolkata(East)- 700020 by 15.02.2019 for private candidates. Regular trainees will be registered by their respective Hindi Pradhyapak through data information system.

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 examination fees & the demand draft in System, so that it will be accepted (confirmed) by examination wing otherwise admission card (hall ticket) of the candidates will not be generated.
- Examination fee can be deposited ONLINE also on the State Bank of India website www.onlinesbi.com. Online fee payment receipt must be sent to Deputy Director (East).

5. Supplementary examination:-

- Examinee declared failed in any paper of PRABODH/PRAVEEN/PARAGYA and PARANGAT in the exams held in May 2019 will have to apply again mentioning the Roll no (May 2019 examination). Along with Roll no. it must 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 for supplementary examination.

6. Books

- Text books will be provided free of cost to all the trainees.
- The cut-off dates for availing text book is 31st March. After the cut-off date the text book will not be issued.

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 response in class.

9. Opening of New classes

- If any Deptt./office is interested to start a class in its 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 15/12/2018 for needful action.

10. Important

- Regular attendance in the classes, filling up the registration 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.
- Instructions issued in this letter regarding Hindi training will also be applicable for all the offices located in Kolkata, Howrah & Eastern Region States & cities.
- 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.

Your active participation will be appreciable in this regard.

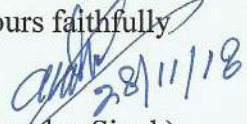
Contact

Sh. Vasudev Singh Dy. Director Mobile- 7011484268/9013496567 E-mail- chti1124@nic.in	Mrs. Manju Shireen Asstt. Director Mob- 9831140296 Ph. 22874053 E-mail- chti1126@nic.in
Office address – 18th Floor Nizam Palace, 234/4 A.J.C Bose Road, Kolkata-700020. Ph. 22874053/22870793/22892864	Mrs. Poonam Dixit Asstt. Director Mob- 9433581287 Ph. 22874053 E-mail- chti1132@nic.in

All the Head of the Departments are requested to send the full office address along with Telephone number and Fax numbers & email.

Kindly visit the official website of Department of official Language www.rajbhasha.gov.in to know more about our updates.

Yours faithfully

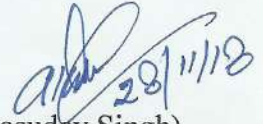

(Vasudev Singh)
Deputy Director (East)

Endorsement No. 10/10/2019-DD(East)/

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. Chairman, TOLIC, Central Government Offices, Banks Undertakings etc Kolkata


(Vasudev Singh)
Deputy Director (East)
Chti 1124

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.....

हिंदी शिक्षण योजना/केंद्रीय हिंदी प्रशिक्षण संस्थान

राजभाषा विभाग

प्रशिक्षार्थी का विवरण

प्रशिक्षण सत्र:

कक्षा का नाम: प्रबोध /प्रवीण/प्राज्ञ/पारंगत/टंकण/आशुलिपि
परीक्षार्थी की स्थिति : नियमित/प्राइवेट/पत्राचार/गहन

क्र सं.	विवरण	DETAILS
1.	प्रशिक्षार्थी का नाम (हिंदी में):	Name OF candidate (BLOCK LETTERS)
2.	लिंग (स्त्री/पुरुष)	Gender(M/F)
3.	पिता/पति का नाम (हिंदी में):	Father's/Husband's name
4.	प्रशिक्षार्थी का पदनाम (हिंदी में)	Designation
5.	मातृभाषा	Mother tounge
6.	हिंदी भाषा में ज्ञान का स्तर : दसवीं से अधिक/ आठवीं से अधिक दसवीं से कम/पांचवीं से अधिक आठवीं से कम/ पांचवीं से कम/ प्रबोध/प्रवीण/प्राज्ञ	Knowledge of Hindi Above 10 th / Above 8 th less than 10 th / Above 5 th less than 8 th / Less than 5 th / Prabodh/Praveen/ Pragya
7.	मंत्रालय(हिंदी में):	Name of Ministry
8.	विभाग का नाम (हिंदी में):	Name of Department
9.	नामित करने वाले अधिकारी का नाम तथा पदनाम	Name & Designation of the Nominating officer
10.	कार्यालय का पूरा पता(हिंदी में): ई मेल/ /आई0डी0/दूरभाष	Full office address With E.mail ID/phone
11.	दूरभाष	Phone/mobile
12.	ई मेल/आई0डी0	E.mail/id of candidate
13.	आधार सं0	Adhhar No.
14.	परीक्षा शुल्क भरने का विवरण DETAILS (if doesn't belong to a Direct Central Govt office/Dept)	Amount: Details of Payment Bank Draft Number Date
		Name of Bank Bank Branch

नोट: कृपया अंग्रेजी का विवरण केवल (Block LETTERS) में ही भरें ।

(प्रशिक्षार्थी के हस्ताक्षर)