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No:-19015/1/2017-CC./CHTL/ 3159-4158
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
(DEPARTMENT OF OFFICIAL LANGUAGE)
CENTRAL HINDI TRAINING INSTITUTE

2-A, Prithviraj Road,
New Delhi-110011
Dated 9.5.2017

To

All Liaison Officers (Hindi)/
Director/Joint Director/Dy. Director/Administrative Officer
All the Ministries/ Departments/ Public Sector undertakings/
Corporations/ Bodies/ Enterprises/ Organisations & Nationalised
Banks etc.

Subject:- Hindi Prabodh, Praveen and Pragya Correspondence Courses under Central
Hindi Training Institute Session-July-2017 to May-2018 (28th Session.)

Sir/Madam,

The new session of Hindi Prabodh, Praveen and Pragya through correspondence under the auspices of the Central Hindi Training Institute will commence from 1st July, 2017. The qualification and eligibility of the trainees for these training programmes shall be decided as per the details given below :-

1. Session	2. Objects	3. Duration & Last Date of Application	4. Eligibility	5. Incentives
28 th The new session of the Correspondence Courses (From 1 st July, 2017 To May 2018)	The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindi to all such personnel of the Government of India and Public Sector Undertakings, Corporations, bodies and Nationalized	One Year <u>30th June, 2017.</u>	The officers/employees who are eligible to get admission in Prabodh, Praveen and Pragya course under Hindi Teaching Scheme but cannot avail the facility of Hindi training due to the non-availability of training centers at their place of posting or some	Candidates who pass these examinations through correspondence courses are deemed to have passed the examination by their own efforts vide OM No.19015/4/91-CHTL/12256 dated 15.05.1991. Such candidates if otherwise eligible will get cash award vide OM No.21034/66/2010-

	Banks, Financial institutions, Apex Banks and Autonomous Organizations etc. who do not possess working knowledge of Hindi and for whom it is compulsory.		other reason. Please see ANNEXURE-I for detailed information regarding eligibility.	OL (Training) dated 29 July, 2011. The expenditure so incurred on this will be borne by the department concerned.
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2. **Financial incentives**

• **Cash award on passing Exams**

CLASS	PERCENTAGE OBTAINED		
	55%	60%	70%
Prabodh	₹ 400 /-	₹ 800 /-	₹ 1600 /-
Praveen	₹ 600 /-	₹ 1200 /-	₹ 1800 /-
Pragya	₹ 800 /-	₹ 1600 /-	₹ 2400 /-

• **Lump-sum cash awards on passing Exams by trainee's own efforts**

Prabodh	Praveen	Pragya
₹ 1600	₹ 1500/-	₹ 2400/-

Note : The candidates who qualify the Hindi Prabodh, Praveen and Pragya Examinations of Hindi Teaching Scheme by their own efforts will be eligible for the above mentioned benefits even if they secure 5% less marks than the prescribed percentage while awarding them the cash award in addition to lump sum award. The trainees who have passed these examinations through correspondence course, are eligible to get cash award as well as the lump-sum cash award.

• **Personal pay**

The personal pay equal to the amount of one increment for a period of 12 months is granted to the Central Government officers/employees on passing the Hindi Prabodh/Praveen or Pragya course whichever has been prescribed as a final course of study for the trainee.

Applications sent in the prescribed proforma, duly filled up in English or Hindi will only be considered for admission. The applications of the eligible officers/employees may be forwarded to this office by 30th June 2017 on the following address:

Assistant Director (In charge)
Correspondence Course Wing (Language)
Central Hindi Training Institute,
Department Of Official Language,
2-A, Prithvi Raj Road,
New Delhi-110011.
Email-adptracharchti-dol@nic.in

All the Head of the Department of various offices and departments are hereby again requested to nominate maximum number of officers/employees for this language training for upcoming session i.e. 2017-18.

Your contribution to this task of great importance of Department of Official Language will be appreciable.

The eligibility of trainees may kindly be ensured before forwarding the applications for admission.

All the Ministries/Departments of the Government of India are requested to circulate this letter to their attached and subordinate offices.

Contacts –

Name of the Office	Name of Officer	Telephone/Mobile Number
Joint Director Central Hindi Training Institute, Correspondence Course (Language), 2A, Prithviraj Road, New Delhi.110011.	Smt.Neena Punj Assistant Director	011- 23017203 M-9899626516
	Smt. Tanuja Sachdev Assistant Director	011- 23017203 M-9891308795
	Smt Kamlesh Bajaj Assistant Director	011- 23017203 M-9868833938

Prabodh, Praveen and Pragya Kits and Response Sheets may be download the from :
<http://chti.rajbhasha.gov.in/?9600?21>


(Dr. Jai Prakash Kardam)
DIRECTOR

Copy forwarded for information and necessary action to :

1. All Ministries and Department of the Government of India.
2. Office of the Comptroller and Auditor General of India, I.T.O, New Delhi.
3. Union Public Service Commission , Dhaulpur House, Shahjahan Road, New Delhi.
4. Staff Selection Commission, C.G.O Complex, Lodhi Road, New Delhi.
5. Election Commission of India, Ashoka Road ,New Delhi.
6. Central Vigilance Commission , New Delhi.
7. National Women Commission ,New Delhi.
8. National Human Rights Commission , Copernicus Marg, New Delhi.
9. Central Administrative Tribunal, Copernicus Marg, New Delhi.
10. Administrator, All Union Territories.
11. All attached and Subordinate offices of Department of Official Language Ministry of Home affairs.
12. Chairmen, all Town official language Implementation Committees.
13. Joint Director, Hindi Teaching Scheme (Head Quarter) ,(Hindi Typing & Short Hand) Hindi Teaching Scheme, New Delhi.
14. All Deputy Directors, Hindi Teaching Scheme.

15. All Officer-in-Overall Charge, Hindi Teaching Scheme
16. Rajya Sabha/Lok Sabha Secretariat, New Delhi.
17. Director (Imp.), Director (Policy), Director(Tech.), Director (Services) and Director (Research), DOL, MHA, 4th Floor, NDCC Building-2, New Delhi is requested to arrange the printing of the above in "Rajbhasha-Bharati."
18. Kendriya Hindi Sansthan, R-12, Nehru Enclave, Kalkaji, New Delhi-110019.
19. Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi.
20. Director(Official Language), Railway Board, Rail Bhavan, New Delhi,
21. Director(Official Language), Dak Bhavan, New Delhi.
22. General Secretary, Kendriya Sachivalaya Hindi Parishad, XY-68, Sarojini Nagar, New Delhi.
23. 50 Spare Copies.



(Dr. Jai Prakash Kardam)
DIRECTOR

ANNEXURE-I

DETAILED INFORMATION REGARDING LANGUAGE CORRESPONDENCE COURSES

Three courses are prescribed under this training.

Eligibility – Eligibility for admission in these courses are as under :

PRABODH	PRAVEEN	PRAGYA
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.	This course is an Intermediary and 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, Assamese, Oriya, Nepali, Sindhi, Dogri Bodo, Maithali, Santhali are eligible for Admission to Praveen Course.	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, Punjabi, Pasto, Kashmiri may seek admission to Pragma Course.

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, Scientists, Nurses, Supervisory Staff in Workshops and laboratories etc.) are required to take 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 up to PRAGYA Course.
- As per OM No.14034/30/2009-OL(Trg) Dated 6th January, 2010 of Dept. Of Official Language it is decided that the personnel who are converted in Group "C" from Group "D" and possess 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.

AGE LIMIT-

- There is no age limit for admission to these courses.

ANNEXURE-II

COURSE	STUDY MATERIAL	EXAMINATION FORMS	EXAMINATION FEES	INTERNAL ASSESSMENT
Medium of instruction for these Prabodh, Praveen and Pragma correspondence courses is English.	All those employees who are admitted to these courses will be supplied study material in eight instalments from August, 2017 to March, 2018 consisting study lessons and response sheets. The candidates will have to study the lessons and attempt the exercises in the response sheets which shall be sent for evaluation to the Correspondence Wing. The entire study material shall be supplied free of cost to the candidates admitted to these courses. The sponsoring authorities are requested to kindly ensure that the employees sponsored for the training should regularly send their solved response sheets within 15 days for evaluation to this Institute.	The examination forms & registration cards will be sent to the trainees along with the first (August) kit. The last date for receipt of the examination forms, duly filled up both in Hindi and in English by the trainees, for the examinations to be held in May 2018 shall be 30 th October, 2017. The remaining lesson Kits will be sent regularly only to those trainees whose examination forms are received within the stipulated date.	The examination fee will have to be remitted in respect of the employees of the Corporation/Undertakings and banks etc. along with the examination forms by means of DEMAND-DRAFT or on line payment only in favour of the <u>Deputy Director (Examination), Hindi Teaching Scheme payable at New Delhi.</u> The Central Government Employees are not required to remit the examination fee. The examination forms along with the bank Draft should reach this office by 30 th October, 2017 positively. The examination fee payable by the Corporations/ Undertakings / Banks / Companies etc. for each of their employees is as follows: 1. Prabodh - ₹ 100/-per trainee 2. Praveen - ₹ 100/-per trainee 3. Pragma - ₹ 100/-per trainee.	A. The 100 Marks are earmarked for internal assessment which shall be awarded on the basis of the evaluation of the response sheets submitted by trainees for evaluation to this Wing. B. Those candidates who score less than 35 marks in internal assessment will have to appear for oral exam in Nov 2018. Candidate will be declared successful only after obtaining minimum 35 marks.

Note -1. The details regarding payment of examination fee on line is given on page - 9.

2. The sponsoring authorities are requested to ensure that the employees seeking admission to correspondence courses do appear in the examination also. It has been observed that a number of candidates enroll themselves for the courses but they do not send their solved Response Sheets regularly or do not appear for the examination which results in the wastage of Government money, time and labour. Therefore, it may also be ensured that all the enrolled candidates appear in the examination.

3. While sending the filled response sheets to us the trainees should be instructed to write their registration number on them. The candidate is required to obtain 35% marks to get through Internal Assessment.

4. The response sheet sent after 15th May, 2018 will not be entertained or evaluated.

5. In order to get through the exam the trainee is required to obtain at least 35% marks in each paper. If a trainee gets less than 35% marks in one paper, he will

be declared as "पूरक" (supplementary) and he can reappear only for that paper in the exams held in November 2018. If he fails only in the internal assessment then he is required to appear in viva-voce test. The candidates declared as "पूरक" have to send their examination forms to this office. He is also required to pay the draft of `10/- in favour of "Dy. Director(Exam), Hindi Teaching Scheme, New Delhi as examination fee.

6. Candidates, who could not appear in the examination or fail in more than one paper in the exam held in the month of May, 2018 may reappear in the subsequent examination under the Hindi Teaching Scheme, to be held in the month of November or May, but in that case they will be considered as "Private Candidates" and they will have to appear in viva-voce test also for their internal assessment. The marks obtained by them in the earlier evaluated response sheets shall not be considered as their marks for internal assessment for subsequent examinations.

7. Recently some reforms have been carried out in the existing examination system of Prabodh, Praveen & Pragya courses conducted by Central Hindi Training Institute. For detailed information please refer to the letter No.15/2/2016 Dy. Director(Exam)1022 dated 9.5.2016 on our website : www.chti.rajbhasha.gov.in

PERSONAL CONTACT PROGRAMME

- In order to overcome the drawbacks arising in the absence of Direct Teaching, personal contact programmes are organised at different places twice a year and the duration of these programme is of one week. These programmes are arranged in those Centers/Cities where the number of students are sufficient. During these programmes class room lectures are arranged wherein lessons sent through correspondence are recapitulated. Besides this, the students are provided individual guidance. Their problems and difficulties are personally attended to.
- Intimation regarding the dates and places of these programmes is communicated to them by the Correspondence Wing and Regional Deputy Directors from time to time.(Prabodh-2, Praveen-2 and Pragya one day.)
- The employees participating in the personal contact programmes are treated on duty like the trainees appearing in the examinations under the Hindi Teaching Scheme and the expenditure so incurred on their T.A./D.A. is borne by the Department concerned.

**Central Hindi Training Institute
(Language Correspondence Wing)**

Application Form

PROFORMA FOR ADMISSION TO PRABODH, PRAVEEN AND PRAGYA COURSES.

1.	Name of the Course	
2.	Name of the Applicant (In Block Letters)	
3.	Father's /Husband's Name	
4.	Designation of the Applicant	
5.	Complete Postal Address of Office including Dist./State & Pin Code(Not in abbreviations)	
6.	E-Mail ID of candidate & Mobile Number	
7.	Nationality	
8.	Date of Birth	
9.	Mother tongue	
10.	Academic Qualifications	
11.	Standard/Class up to which Hindi has been studied	
12.	Name and Designation of the Controlling officer with full Office address(In Block Letters)	
13.	Telephone No.	
14.	E-mail Id.	
15.	Fax	
16.	Mobile No.	

Signature of the Applicant

CERTIFICATE OF THE CONTROLLING AUTHORITY

(Please ensure fulfillment of eligibility conditions before signing the certificate)

Certified that Sh./Smt./Kum Working as
in has been found eligible for training and is permitted to be enrolled
for Course through Correspondence to be conducted by the Central Hindi Training Institute in the
Year.....

**Signature
Name and Designation of the
Competent/Controlling Officer
With the Office Seal**

Fax Number..... Telephone Number..... and Mobile Number.....

Place : _____

Date : ____ / ____ / ____

Procedure of submitting on line Examination fee-

The examination fee may be deposited online in the State Bank Of India's website: www.onlinesbi.com by adopting following steps. It is mandatory to send the copy of the acknowledgement receipt of the payment made online to the Dy. Director (Exam), Hindi Teaching Scheme, New Delhi.

1. Go to www.onlinesbi.com - It will open Home Page of SBI
2. Go to the option **State Bank Collect** – It will open a window having terms and conditions page. Tick the box and click on **proceed**.
3. New Window will open with two options – **state Bank Corporate/institute** from dropdown window choose **All-India** in second option **Type of Corporate/Institution** from dropdown window choose **Govt. Department** finally click on **Go Button**.
4. Another new window will open & you have to select Govt. Department's name in dropdown window select **HINDI TEACHING SCHEME , D/o OFFICIAL LANGUAGE, MHA**.
5. A new window will open and candidate has to select payment category- **Hindi Teaching Scheme** and the details will be filled by the candidate.

- **The Examination Fee once paid shall neither be refunded nor adjusted for the next examination in any case. The examination fee is to be paid along with the Examination forms only and not with the admission form.**