

Tel: 26175176  
Fax :26162093  
[ddhts-exam-dol@nic.in](mailto:ddhts-exam-dol@nic.in)

No -15/2/2019 / DD (Exam)/ 127  
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: 23 JAN 2020

To,

Director/Joint Director/All Deputy Directors/Overall Officer-in-charge,  
Hindi Teaching Scheme/Correspondence Wing, Central Hindi Training Institute/  
Chairman of all the Town Official Language Committees(TOLICs)

Subject: **Schedule of examination for Hindi Praveen / Pragya / Pragya Banking / Parangat  
and Prabodh to be held in May,2020**

Sir / Madam ,

The Hindi Praveen/Pragya/Pragya Banking/Parangat and Prabodh examinations conducted by the Examination Wing under the Department of Official Language are conducted every year in the second / third week of May. Examination centers are set up at All India level for conducting these examinations. In each session, results of examinations of regular / private / correspondent candidates appearing in these exams are declared within one month from the date of completion of the examination.

In connection with the examination to be conducted during May 2020, it is informed that a PRANALI (System) \* has been developed under the supervision/guidelines of the Department of Official Language for the training of Hindi Language, Hindi Word Processing/Typing & Hindi Stenography so that the transparency in training system is maintained and effective monitoring of the same can be ensured. Since January 2018, the examination system has been linked to PRANALI, therefore, all Regional Deputy Directors are directed 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,2020.

- 1 The details of the trainees of various training programmes will be filled/uploaded in the PRANALI by the Assistant Director/Hindi Pradhyapak the same will be sent to the Examination Wing after the verification by concerned Regional Deputy Director/Correspondence. Now manual form of any trainee will not be accepted by the Examination Wing. The examination will be conducted only for those trainees whose training programme details are filled/uploaded in the PRANALI.
- 2 All the Regional Deputy Directors and Assistant Directors will ensure by personal monitoring that all the data in the PRANALI filled in/uploaded by each Hindi Pradhyapak is complete and correct.

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- 3 The last date for trainee registration in the PRANALI for the session January-May has been fixed as on 28 February 2020. The verified data is to be sent to Deputy Director (Exams) by 12 March 2020 for its acceptance. After verification of data, all the Regional Deputy Directors are directed to ensure that the DD (Exams) has been immediately informed of the same by E-mail. After the last date has lapsed, the details of any trainee cannot be filled in and the concerned Hindi Pradhyapak and the Monitoring Officers will be held responsible for that.

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

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| (1) Deputy Director (North-Central)<br>Hindi Teaching Scheme,<br>East Block-7, Level-6<br>R.K. Puram, New Delhi-110066<br><a href="mailto:ddhts-nc-dol@nic.in">ddhts-nc-dol@nic.in</a>   | For the offices located at Delhi,<br>Haryana, Punjab, Rajasthan, Himachal Pradesh,<br>Jammu Kashmir, Madhya Pradesh, Uttar<br>Pradesh, Chhattishgarh, Uttarakhand, Union<br>Territory of Chandigarh. |
| (2) Deputy Director (South)<br>Hindi Teaching Scheme,<br>E-3, C Block, Rajaji Bhawan ,<br>Besant Nagar, Chennai-600090<br><a href="mailto:ddhts-south-dol@nic.in">ddhts-south-dol@nic.in</a>   | For the offices located at Tamil Nadu,<br>Andhra Pradesh, Kerala, Telengana and the<br>Union Territory of Pudducheri   |
| (3) Deputy Director (East),<br>Hindi Teaching Scheme,<br>18 <sup>th</sup> Floor, Nizam Palace Complex, 234/4,<br>Acharaya Jagdish Chander Bose Road,<br>Kolkata-700020<br><a href="mailto:ddhts-east-dol@nic.in">ddhts-east-dol@nic.in</a> | For the offices located at West Bengal,<br>Odisha, Bihar, Jharkhand and Union<br>Territory Andaman & Nicobar   |
| (4) Deputy Director (West),<br>Hindi Teaching Scheme,<br>Kendriya Sadan, C Wing, 6 <sup>th</sup> Floor,<br><a href="mailto:ddhts-west-dol@nic.in">ddhts-west-dol@nic.in</a>  | For the offices located at Maharashtra,<br>Gujrat, Karnatka, Goa, Union Territory of<br>Daman div and Dadra Nagar Haveli   |
| (5) Deputy Director (North-Eastern),<br>Hindi Teaching Scheme,<br>Eastern Frontier Railway Headquarters,<br>Maligoan, Guwahati-II (Assam).<br><a href="mailto:ddhts-ne-dol@nic.in">ddhts-ne-dol@nic.in</a>                                 | For the offices located at Assam, ,<br>Arunachal Pradesh, Manipur, Mizoram,<br>Meghalaya, Nagaland, Sikkim and<br>Tripura  |
| (6) Assistant Director-in-charge<br>(correspondence courses)<br>Central Hindi Training Institute ,<br>Department of Official Language ,<br>Ministry of Home Affairs, 2-A, Prithviraj Road,<br>New Delhi-110011                             | Only for appearing for the exams in May.<br>Only for the supplementary exam in Nov.  |

4. On-line examinations are also conducted under Hindi Teaching Scheme. While filing the details of the online examination under Hindi Teaching Scheme, provide the On-line option as medium of examination.
5. As per the rules, the candidates who obtain/secure less than 35 marks in each question paper and in internal assessment / viva-voce examination will be declared as supplementary.
6. The registration of the trainees for the 5 days short term Hindi language training programme(validation course) will also be done through Regional Deputy Directors and the same should be informed to the Deputy Director (Examination) by e-mail.
7. The change of examination center will be done through Deputy Directors and information of the same will be given by the Regional Deputy Directors to the Examination Wing by e-mail and new admit card will be issued for change of center. The applicant will have to apply 15 days before the due date of the scheduled examination. Failing which, the application for change of center will not be considered.
8. **After uploading the details of the examination fee of the trainees under the PRANALI by the Hindi Pradhyapak,/Faculty admit cards will be issued by the Deputy Director (Examination).**
9. Assistant Directors / Hindi Pradhyapak can take out the prints of the admit cards from the PRANALI for examinations .
10. No fee is payable by the Central Govt. employees for Prabodh, Praveen, Pragma and Parangat Hindi Language examination. An examination fee of-Rs. 100/- is payable for Prabodh, Praveen, Pragma and Pragma Banking by all the personnel of Public Undertakings/Corporations, nationalized Banks/Bodies etc. owned or controlled by Government of India. No examination fee is payable for the Parangat examination.
11. Examination fee will be paid by Demand Draft, payable in favour of Deputy Director (Examination), Hindi Teaching Scheme, New Delhi. The admit cards will be issued only after the fee details of the trainees are uploaded in the PRANALI by the Hindi Pradhyapak and acceptance given by DD (Exams).  
**Examination fee can also be deposited online on SBI's website [www.onlinesbi.com](http://www.onlinesbi.com) by taking the following steps.**

**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 details and 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.

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

**Schedule of examinations May,2020**

Name of Course Exam	Question Paper	Day	Date	Time
Praveen	Ist Paper	Monday	11.05.2020	10.00 AM To 1.00 PM
Praveen	IIInd Paper	Monday	11.05.2020	2.00 PM To 5.00 PM
Praveen	Viva voice	Tuesday	12.05.2020	10.00 AM To 5.00 PM
Pragya banking /	Ist Paper	Tuesday	12.05.2020	10.00 AM To 1.00 PM
Pragya banking /	IIInd Paper	Tuesday	12.05.2020	2.00 PM To 5.00 PM
Pragya banking /	Viva voice	Wednesday	13.05.2020	10.00 AM To 5.00 PM
Parangat	Ist Paper	Wednesday	13.05.2020	10.00 AM To 1.00 PM
Parangat	IIInd Paper	Wednesday	13.05.2020	2.00 PM To 5.00 PM
Prabodh	Ist Paper	Thursday	14.05.2020	10.00 AM To 1.00 PM
Prabodh	IIInd Paper	Thursday	14.05.2020	2.00 PM To 5.00 PM
Prabodh	Viva voice	Friday	15.05.2020	10.00 AM To 5.00 PM

12. The Assistant Directors/Hindi Pradhyapak will fill up all the information pertaining to the Center Superintendent on the PRANALI. The Assistant Director/Hindi Pradhyapak 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.

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13. The Assistant Director/Hindi Pradhyapak should also upload the details of center superintendent on the PRANALI and the same is to be forwarded to DD (Exams) through the Regional Deputy Director so that further timely action pertaining to examinations (appointment letter of center superintendent, questions-papers and examination material) can be taken.

14. The trainees who were declared supplementary in the examination conducted during November 2019 there is no requirement to upload details in Pranali. The same registration will be continued and those who will not appear in supplementary examination to be conducted during May, 2020 they will have to appear as a private trainee for all the three papers in the coming examinations but there is no requirement for re-registration and the Regional Deputy Directors may be forwarded to Examination wing till date 28 February, 2020.

15. All the Regional Deputy Directors/Officer in overall charge, are requested to send the details of expenditure incurred during the examination (building 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 center superintendent** by 9.3.2020 positively so that advance amount can be drawn.

16. The payment of the bills pertaining to examination will be made from the bank account of the center superintendent only through the E-Payment. Therefore, it is mandatory to send the details of center 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.

**Special Guidelines for Correspondence Courses :-**

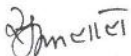
- (A) **An examination fee of Rs. 10/- is to be paid through bank Demand Draft by all the personnel of Public Undertakings/corporations, nationalized banks/bodies etc. owned or controlled by Government of India who are appearing for supplementary examination. Demand Draft should be drawn in favor of Deputy Director (Exam), Hindi Teaching Scheme, payable at New Delhi.**

(B) The details of the trainees of correspondence course (Central Hindi Training Institute) are to be uploaded on the PRANALI and the same is to be sent through their officers-in-charge by 12.03.2020 to the Deputy Director (Examination).

(C) Those personnel of the correspondence course who could not appear in the examination for some reasons or got failed in the examination, such candidates can fill the examination forms as a private candidate for the upcoming examination. **This information is to be provided to all such trainees that “as a private candidate they have to appear for an oral examination also.”**

Examination Centre, Name of Exam Supdt., PIN Cod, Phone No., E-mail	No. of Candidates	Address of Exam Centre with PIN Code	Bank Details, Name, Branch, IFSC Code
	Praveen----- Pragya----- Pragya Banking----- Parangat----- Prabodh-----		

Yours sincerely,

  
28.1.2020

(Suman Lal)  
Joint Director/Head of Deptt  
Code – chti 1102

**Remarks: All the offices concerned are requested to convey their e-mail so that future correspondence can be made through e-mail.**