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No -15/2/2021 / DD (Exam)/ 110-210
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: 25 JAN 2021

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,2021

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 in the month November. 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 2021, 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 Joint Director/ 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,2021.

1. The details of the trainees of various training programmes will be filled/uploaded in the PRANALI by the Assistant Director and the same will be sent to the Examination Wing after the verification by concerned Regional Joint Directors /Deputy Director/DD(T/S)/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 Joint Directors/Deputy Directors and Assistant Directors will ensure by personal monitoring that all the data in the PRANALI filled in/uploaded by each faculty members is complete and correct.
3. The last date for trainee registration in the PRANALI for the session January-May has been fixed as on 28 February 2021. The verified data is to be sent to Joint Director/Deputy Director (Exams) by 12 March 2021 for its acceptance. After verification of data, all the Regional Joint Directors/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 faculty members and the Monitoring Officers will be held responsible for that.

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

- (1) Joint Director
Deputy Director (North-Central)
Hindi Teaching Scheme,
East Block-7, Level-6
R.K. Puram, New Delhi-110066
ddhts-nc-dol@nic.in
For the offices located at Delhi,
Haryana, Punjab, Rajasthan, Himachal Pradesh,
Jammu Kashmir, Madhya Pradesh, Uttar
Pradesh, Chhattishgarh, Uttrakhand, Union
Territory of Chandigarh.
- (2) Joint Director,
Deputy Director (South)
Hindi Teaching Scheme,
E-3, C Block, Rajaji Bhawan ,
Besant Nagar, Chennai-600090
ddhts-south-dol@nic.in
For the offices located at Tamil Nadu,
Andhra Pradesh, Kerala, Telengana and the
Union Territory of Pudducheri
- (3) Joint Director,
Deputy Director (East),
Hindi Teaching Scheme,
18th Floor, Nizam Palace Complex, 234/4,
Acharaya Jagdish Chander Bose Road,
Kolkata-700020
ddhts-east-dol@nic.in
For the offices located at West Bengal,
Odisha, Bihar, Jharkhand and Union
Territory Andeman & Nicobar
- (4) Joint Director,
Deputy Director (Wast),
Hindi Teaching Scheme,
Kendriya Sadan, C Wing, 6th Floor,
ddhts-west-dol@nic.in
For the offices located at Maharashtra,
Gujrat, Karnatka, Goa, Union Territory of
Daman div and Dadra Nagar Haveli
- (5) Joint Director,
Deputy Director (North-Eastern),
Hindi Teaching Scheme,
Eastern Frontier Railway Headquarters,
Maligoan, Guwahati-II (Assam).
ddhts-ne-dol@nic.in
For the offices located at Assam,
Arunachal Pradesh, Manipur, Mizoram,
Meghalaya, Nagaland, Sikkim and
Tripura
- (6) Dy. Director,
Assistant Director-in-charge
(correspondence courses)
Central Hindi Training Institute ,
Department of Official Language ,
Ministry of Home Affairs, 2-A, Prithviraj Road,
New Delhi-110011
Adptracharchti-dol@nic.in
Only for appearing for the exams in May.
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 / oral 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 Joint Directors/Deputy Directors and the same should be informed to 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 Joint Directors/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 faculty member admit cards will be issued by the Deputy Director (Examination).**
9. All faculty members 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, Pragya and Parangat Hindi Language examination. An examination fee of Rs. 100/- is payable for Prabodh, Praveen, Pragya and Pragya 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 faculty member and acceptance given by DD (Exams).
Examination fee can also be deposited online on SBI's website www.onlinesbi.com by taking the following steps.

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Steps for depositing the fee online :-

1. First open the SBI's website 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.

(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,2021

Name of Course Exam	Question Paper	Day	Date	Time
Praveen	Ist	Monday	17.05.2021	10.00 AM To 1.00 PM
Praveen	IIInd	Monday	17.05.2021	2.00 PM To 5.00 PM
Praveen	oral	Tuesday	18.05.2021	10.00 AM To 5.00 PM
Pragya / banking	Ist	Tuesday	18.05.2021	10.00 AM To 1.00 PM
Pragya / banking	IIInd	Tuesday	18.05.2021	2.00 PM To 5.00 PM
Pragya / banking	oral	Wednesday	19.05.2021	10.00 AM To 5.00 PM
Parangat	Ist	Wednesday	19.05.2021	10.00 AM To 1.00 PM
Parangat	IIInd	Wednesday	19.05.2021	2.00 PM To 5.00 PM
Prabodh	Ist	Thursday	20.05.2021	10.00 AM To 1.00 PM
Prabodh	IIInd	Thursday	20.05.2021	2.00 PM To 5.00 PM
Prabodh	oral	Friday	21.05.2021	10.00 AM To 5.00 PM

12. The faculty members will fill up all the information pertaining to the Center Superintendent on the PRANALI. The faculty members 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 faculty member should also upload the details of center superintendent on the PRANALI and the same is to be forwarded to DD (Exams) through the Regional Joint Director/Deputy Director so that further timely action pertaining to examinations (appointment letter of center superintendent, questions-papers and examination material) can be taken.

14. All the Regional Joint Directors/Deputy Directors/Officer in overall charge, are requested to send the details of expenditure to be incurred during the examination (Centre 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 9.4.2021 positively so that advance amount can be drawn.

15. 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) The trainees who were declared supplementary in the examination conducted during November 2020 and those who will not appear in supplementary examination to be conducted during May, 2021 they will have to appear as a private trainee for all the three papers in the coming examinations.
- (B) 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.

(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."**

Yours Sincerely

K Bajaj
22/11/2021
(Kamlesh Bajaj)
Dy. Director (Exam)
Code chti 1118

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