

Tel: 26175176  
Fax :26162093  
ddhts-exam-dol@nic.in

No -15/2/2022 / DD (Exam)/ 46  
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: 27.01.22

To

All Joint Directors/All Deputy Directors/Overall Officer-in-charge,  
Hindi Teaching Scheme/Correspondence Wing, Central Hindi Training Institute

Subject: **-Revised Schedule of examination for Hindi Praveen/ Pragma / Pragma Banking Parangat and Prabodh to be held in May,2022**

Sir / Madam ,

The Hindi Prabodh/Praveen/Pragma/Pragma Banking and Parangat examinations conducted by the Examination Wing under the Department of Official Language are conducted in the month of May and November every year. 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 2022, 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 Directors/ Deputy Directors are requested 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,2022. It may be ensured as per following:-

1. The details of the trainees of various training programmes will be filled/uploaded in the PRANALI by the faculty member that is Hindi Pradhypak/Assistant Director and the same will be sent to the Examination Wing after the verification by concerned Regional Joint Director /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 their associates 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 2022 and the verified data is to be sent to Joint Director/Deputy Director (Exams) by 11 March 2022. After the registration of data, all the Regional Joint Directors/Deputy Directors are requested 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 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](mailto: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](mailto:ddhts-south-dol@nic.in)
- For the offices located at Tamil Nadu,  
Andhra Pradesh, Kerala, Telangana and the  
Union Territory of Pudducheri
- (3) Joint Director,  
Deputy Director (East),  
Hindi Teaching Scheme,  
18<sup>th</sup> Floor, Nizam Palace Complex, 234/4,  
Acharaya Jagdish Chander Bose Road,  
Kolkata-700020  
[ddhts-east-dol@nic.in](mailto:ddhts-east-dol@nic.in)
- For the offices located at West Bengal,  
Odisha, Bihar, Jharkhand and Union  
Territory Andaman & Nicobar
- (4) Joint Director,  
Deputy Director (West),  
Hindi Teaching Scheme,  
Kendriya Sadan, C Wing, 6<sup>th</sup> Floor,  
C B D Belapur, Navi Mumbai -  
[ddhts-west-dol@nic.in](mailto: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](mailto: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](mailto:Adptracharchti-dol@nic.in)
- (7) Dy. Director  
Hindi Teaching Scheme, A Wing, 5<sup>th</sup> Floor,  
17<sup>th</sup> Main, Kendriya Sadan, Bengaluru – 5600034  
[chti1137@nic.in](mailto:chti1137@nic.in)
- (8) Dy. Director  
Hindi Teaching Scheme, Room Np.- 403, 6-8/32,  
Fourth Floor, C.G.O. Towers, Kavadi Guda,  
Secunderabad – 500080 (Telangana)  
[Chti1147@nic.in](mailto:Chti1147@nic.in)

4. On-line examinations of Prabodh, Praveen, Pragma are also being conducted under Hindi Teaching Scheme. As per directions of the competent authority no online examination will be conducted till further instructions due to adverse circumstances out of COVID-19.
5. As per the rules to pass the examination the candidates have to obtain/secure atleast 35 and above marks in each question paper and in internal assessment / oral examination. Less than 35 marks in any question paper 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 Regional Joint Directors/Deputy Directors and information of the same will be given by the Regional Joint Directors/Deputy Directors to the Examination Wing by e-mail as 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 PRANALI before two weeks from the date of exams.
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 can also be deposited online on SBI's website [www.onlinesbi.com](http://www.onlinesbi.com) by taking the following steps. (It is mandatory to send the acknowledgement receipt of the payment made through online mode to joint Director/Deputy Director(Exam.), Hindi Teaching Scheme, New Delhi.**

**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.

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

Only in the most compelling Circumstances the payment of fee can be made by mode of demand draft. The Draft should be in favour of Deputy Director(Examination), Hindi Teaching Scheme, New Delhi. Filling the details of draft in "PRANALI" is mandatory. The registration will be accepted only after the Filling details of draft in "PRANALI" otherwise the Hall Tickets would not be generated.

Schedule of examinations May,2022

Name of Course Exam	Question Paper	Day	Date	Time
Praveen	Ist	Tuesday	17.05.2022	10.00 AM To 13.00 PM
Praveen	IIInd	Tuesday	17.05.2022	14.00 PM To 17.00 PM
Praveen	Viva-Voce	Wednesday	18.05.2022	10.00 AM To 17.00 PM
Pragya/Pragya Banking	Ist	Wednesday	18.05.2022	10.00 AM To 13.00 PM
Pragya/Pragya Banking	IIInd	Wednesday	18.05.2022	14.00 PM To 17.00 PM
Pragya/Pragya Banking	Viva-Voce	Thrusday	19.05.2022	10.00 AM To 17.00 PM
Parangat	Ist	Thrusday	19.05.2022	10.00 AM To 13.00 PM
Parangat	IIInd	Thrusday	19.05.2022	14.00 PM To 17.00 PM
Prabodh	Ist	Friday	20.05.2022	10.00 AM To 13.00 PM
Prabodh	IIInd	Friday	20.05.2022	14.00 PM To 17.00 PM
Prabodh	Viva-Voce	Monday	23.05.2022	10.00 AM To 17.00 PM

12. The Regional Joint Directors/Deputy Directors/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.

13. The faculty member should also upload the details of center superintendent on the PRANALI and the same is be forwarded to DD (Exams) through the Regional Joint Director/Deputy Director till 1<sup>st</sup> April, 2022 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 Center 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 08.4.2022 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 alongwith 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.

16. Keeping in the view the odd situation arisen due to COVID-19 May, 2022 session examinations for Prabodh, Praveen, Pragya, Pragya Banking and Parangat examination will be conducted similarly in decentralized mode as November, 2021 examination.

**Special Guidelines for Correspondence Courses**

(A) The candidates of May, 2020 Session, who failed to appear in Nov-2020 examinations due to COVID-19 can appear in May, 2022 examination. Examination will be organized keeping in view of social distancing in the normal conditions of COVID-19.

(B) The trainees who were declared supplementary in the examination conducted during November, 2021 will appear in May 2022, but their details need not to be upload in the PRANALI and those who will not appear in supplementary examination to be conducted during May, 2022, they will have to appear as a private trainee for all the three papers in the coming examinations. Re-registration not be essential but regional offices have to forward registration data to the Joint Director/Deputy Director Exam.

(C) 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.

(D) Those personnel of the correspondence course who could not appear in the examination of May, 2022 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."**

Remarks –

1. All the Offices concerned are requested to convey their e-mail address so that future correspondence can be made through e-mail.
2. All Regional Offices are requested to ensure that candidate/trainee 's data is correct and properly fill up in "PRANALI" by faculty members.
4. All Faculty Members may be note Registration Number is issued on prescribed proforma when the PRANALI service will be interrupted due to technical reasons, the examination can be conducted as per examination schedule.

Yours Sincerely

*KBajaj*  
*27/11/2022*  
(Kamlesh Bajaj)  
Dy. Director (Exam)  
chti 1118

Endorsement – 15/2/2022-DD(Exam.)/ 46

Dated 27.01.22 Copy for information and necessary Action

1. Director, Central Hindi Training Institute, New Delhi.
2. Director(Training), Department of Official Language, Ministry of Home Affairs, N.D.C.C.-II, B Wing, 4<sup>th</sup> Floor, Jai Singh Raod, New Delhi – 110001
3. Director(Implementation), Department of Official Language, Ministry of Home Affairs, N.D.C.C.-II, B Wing, 4<sup>th</sup> Floor, Jai Singh Raod, New Delhi – 110001 with the request that this may be circulated to the different adhyaksh of Narakas through all of the Regional Implementation Offices.
4. Nodal Officer(Website), Central Hindi Training Institute, New Delhi for uploading this to the website of Central Hindi Training Institute/Department of Official Language [chti.rajbhasha.gov.in](http://chti.rajbhasha.gov.in).

*Kamlesh Bajaj*  
27/11/2022

(Kamlesh Bajaj)  
Dy. Director (Exam)  
chti 1118