

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE
केंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

No. 19011/07/2012 – CHTI / Intensive Language Trg / 428 – 1428

Dated: - 05-11-2014

To

1. All the Ministries / Departments / Attached/Subordinate Offices.
2. Head of the Department, All public Institution/Undertakings/enterprise /Autonomous and Statutory Bodies/Nationalized Banks etc.
3. All the officers of Central Official Language Services.

Subject :- Intensive (Short term) training programmes of Hindi Prabodh, Praveen and Pragya for the officers/personnel of Union Government Ministries, Departments, Offices, Autonomous / Statutory Bodies, Corporations, Undertakings, Nationalized Banks etc. by Central Hindi Training Institute, New Delhi, and its Sub-Institutes & Sub-Centers during the year 2015 – regarding.

Sir / Madam,

As per the directions contained in Department of official Language OM No. 18015/6/86 – OLE dated 10.09.1987, the Central Hindi Training Institute and Sub-Institutes conduct full time intensive programmes of Hindi Prabodh, Praveen and Pragya courses for the newly recruited non- Hindi speaking officers / Employees of all Ministries / Departments, Attached / Subordinate offices and public Sector undertakings / Statutory Bodies / Public Enterprises / Corporations/ Autonomous Institutes, Organizations and Nationalised Banks owned or controlled by the Central Government.

Basically these courses are for newly recruited Officers / Employees but in service yet to be trained Officers / Employees will also be admitted in these training programmes provided they are nominated by their offices so that the concerned offices may achieve the target fixed by the Department of Official Language for imparting training within the prescribed time frame.

The Department of Official Language has fixed the target of completing the training of Hindi language by the year 2015. Therefore, all the Ministries/ Departments are requested to ensure the nomination of the officers / Employees working under them on priority basis for the training courses mentioned at Annexure I. The eligibility of the candidate for Hindi Prabodh, Praveen and Pragya may be determined as under:-

सातवां तल, पर्यावरण भवन, केंद्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली-110003

7th Floor, Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003 टेलीफैक्स/Telefax-011-24366794, 24365089

ईमेल/email : dirchti-dol@nic.in / वेबसाइट/ Website : <http://rajbhasha.nic.in/rajbhashachti.htm>

Brief information regarding Training:

Sl. No.	Name of Course	Duration	Date of Examination	Eligibility
1	Prabodh	25 Full working Days	Last day of the training	This is an elementary course. Kannada, Malayalam, Tamil, Telugu, Manipuri Mizo and English speaking Officers/ employees can undergo this training. All the Officers / employees who do not possess the primary level Knowledge of Hindi are eligible for Prabodh training.
2	Praveen	20 Full working Days	Last day of the training	This is the secondary level course. Officers/ Employees who have passed the Prabodh examination and whose mother tongue is Marathi, Sindhi, Gujarati, Maithili, Santhali, Bodo, Dogri, Nepali, Bengali, Assamese and oriya, and do not possess the knowledge of Hindi of Middle level, they can seek direct admission in this course.
3	Pragya	15 full working days	Last day of the training	This is the last course. This is for all such officers/Employees who have passed the Praveen Examination or who possess the knowledge of Hindi of middle/secondary level or whose knowledge of Hindi is below Matric or Tenth class. The Pragya level training is mandatory for the Kashmiri, Punjabi and Pashto speaking officers/ employees.

Note: Imparting Hindi Language Training to the group 'D' Personnel who have been placed in group 'C'

Reference is invited to the Department of official Language OM No. 14034/30/2009- OL (Trg.) dated 06 January, 2010. As per the recommendations of the Sixth Pay Commission Group 'D' personnel have been placed in Group 'C' and in accordance with the Presidential Order of April 1967, it is mandatory to train Group 'C' Personnel in Hindi Language / Hindi Typing. Therefore, the personnel who have been placed in Group 'C' from Group 'D' and possess the prescribed educational qualification may be imparted Hindi Prabodh/ Praveen/ Pragya training as per their eligibility. Accordingly, the personnel of your office who have been placed in Group 'C' from Group 'D' may kindly be nominated as per their eligibility.

Enrolment procedure and Proforma

- The list of Officers/Employees nominated for the above training may be forwarded at least a month before the commencement of the course as per the proforma given at Annexure II.
- Nomination may be sent in the prescribed proforma for the convenience of this office.
- The Time Schedule for training is 9:30 AM to 6:00 PM from Monday to Friday.
- Confirmation Letter for training will be forwarded by the Assistant Director (in charge) of the concerned training center in respect of the officials (Employees) nominated from different offices.
- Officers/employees nominated for training may be relieved for training only on receipt of the confirmation letter from Assistant director in-charge of the concerned training center.
- List of Training Centres is given at Annexure III.

Examination

- The examinations for these courses are conducted on the last working day of the each training.
- Form for the examination is filled by the trainee at the time of admission.
- On line training and exam will be held on Delhi, Rajaji Bhawan Chennai, and Bengaluru center only.

Examination Fee

- No fee is admissible to the Government Officers/Employees for these courses, but the Banks and other Public Sector Undertakings are required to pay the examination fee @ of Rs 100/- per trainee in respect of their Officers/Employees for Hindi Prabodh, Praveen and Pragya examination. The examination fee is to be paid through Demand Draft drawn in favour of Deputy Director (Examination), Hindi Teaching Scheme, payable at New Delhi.

Text Books

- Text books are provided free of cost to all the trainees by the Central Hindi Training Institute at Training Centre.

Financial Incentive

- Central Government Employees are awarded one increment equivalent to their Personal Pay for the period of 12 months on passing the prescribed final examination of Hindi and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.

- Officers/Employees are given cash awards as per the following table on passing the Hindi Prabodh, Praveen and Pragya examination and fulfilling the prescribed conditions. This amount is paid by the offices of the trainees.

Sl. No.	Prabodh	Praveen	Pragya
1. On scoring 70% or more marks	₹ 1600/-	₹ 1800/-	₹ 2400/-
2. On Scoring 60% or more marks	₹ 800/-	₹ 1200/-	₹ 1600/-
3. On Scoring 55% or more marks	₹ 400/-	₹ 600/-	₹ 800/-

Note:

- Administrative heads of all the Ministries / Departments, undertakings Banks, Corporations are requested to promptly circulate this circular in their Subordinate offices, units / Branches.
- It is the responsibility of the administrative head of the concerned office that maximum number of officers / Employees are nominated for the training; nominated personnel attend the classes and appears in the examination so that the available governmental resources are optimally utilized and target of training is achieved within the prescribed time frame.
- It may also be ensured that the officers /employees in respect of whom the confirmation has been sent by the Assistant Director(in-charge of the concerned training centre) for training programmes are definitely relieved for the course. If due to any reason, whatsoever, it is not possible to relieve the nominated personnel, then they may be replaced by other personnel. It may also be ensured that such nominated officers /employees who could not undergo the training are nominated again for the next session.
- Payable Travelling Allowance etc. is to be borne by the concerned office of the trainee.
- Every trainee is issued with relieving order on completion of the training.
- Kindly contact Assistant Director In-charge at 011-23063321 Ext. No. 2207 for any other required information regarding training.
- Kindly refer Annexure- IV for contact numbers of the officers of the Institute, address of the training center, hostel and bus route / nearest railway, metro station etc.


Yours faithfully



(Dr. Jai Prakash Kardam)
Director

Endorsement no. /19011/15/2012/CHTI/ILT/428/1428 Dated 05-11-2014
Copy for information to:

1. Private Secretary to Joint Secretary (O.L.-I), Department of Official Language, Ministry Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi-110001.
2. Private Secretary to Joint Secretary (O.L.-II), Department of Official Language, Ministry of Home Affairs, NDCC, Building, 4th floor, Jai Singh Road, New Delhi -110001.
3. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs NDCC- Building, 4th floor, Jai Singh Road, New Delhi-110001.
4. Joint Director (Headquarters), Hindi Teaching Scheme, 7th Floor Paryavaran Bhawan, New Delhi.
5. All Regional Deputy Directors Hindi Teaching Scheme, Central Hindi Training Institute, New Delhi, Mumbai, Chennai, Kolkata.
6. All Deputy Directors (Implementation), for wide publicity.
7. Deputy Director (Examination), Hindi Teaching Scheme East Block 7, Level 6, R K Puram, Sector -1, New Delhi-110066.
8. Assistant Director in charge, Central Hindi Training Sub-Institute, Bangaluru, Hyderabad
9. All Assistant Directors (Language) Central Hindi Training Institute / Sub-Institute / Sub-Centre, New Delhi, Bangaluru, Kolkata, Chennai and Hyderabad.
10. Assistant Director, Research & Analysis Cell, Central Hindi Training Institute, New Delhi.
11. Assistant Director (Typing / Stenography), Research & Analysis Cell, Central Hindi Training Institute, 7th floor, Paryavaran Bhavan, New Delhi with this direction that they make it available on the portal / website of the Department of Official Language.


(Dr. Jai Prakash Kardam)
Director

Annexure -I

Details of full time intensive training programmes (Hindi Prabodh, Praveen and Pragya courses) to be conducted during the year 2015 by the Central Hindi Training Institute, New Delhi and its sub institutes located at Chennai, Hyderabad, Bangaluru and Kolkata.

Session	Intensive course	Working days	Duration of the Training
First	Prabodh	25	05.01.2015 to 09.02.2015
	Praveen	20	10.02.2015 to 10.03.2015
	Pragya	15	11.03.2015 to 31.03.2015

Session	Intensive course	Working days	Duration of the Training
Second	Prabodh	25	05.05.2015 to 08.06.2015
	Praveen	20	09.06.2015 to 06.07.2015
	Pragya	15	07.07.2015 to 27.07.2015

Session	Intensive course	Working days	Duration of the Training
Third	Prabodh	25	07.09.2015 to 13.10.2015
	Praveen	20	14.10.2015 to 12.11.2015
	Pragya	15	13.11.2015 to 14.12.2015

Annexure II
Proforma for Nomination

Sl. No	Name of the officer/ Employee	Designation	Mother Tongue	Course for which nomination has been made	Educational / Technical qualification	Knowledge of Hindi	Office Address of the employee, Telephone number, E-mail ID

Signature of the Sponsoring officer

Designation

Full Address of the Institute /office—

Telephone Number ----- Fax No.-----

E-mail ID -----

Annexure III

List of Training Centres

1. Assistant Director (Language) Central Hindi Training Institute, Room No. 449-A, udyog Bhavan New Delhi -110011 (Telephone -011-23063321 Extn. -2207 Fax. No. - 011-23062626 Fax – 011-23018740 (Pirthvi Raj Road)
2. Assistant Director (Language) Central Hindi Training Sub- Institute, Second Floor, Rajaji Bhavan, E-3 C Block, Besant Nagar, Chennai – 600090 (Telephone No. 044-24918904)
3. Assistant Director (Language) Central Hindi Training Sub –Institute, Second Floor, Kendriya Sadan Koti, Sultan Bazar, Hyderabad -500095 (Telephone No. 040-24747211)
4. Assistant Director (Language) Central Hindi Training Sub-Institute, B – Wing, 5th Floor, Kendriya Sadan, 17th Main Road, Second Block, Kormangla, Bangaluru -560034 (Fax No. 080-25537089) (Telephone No. 080-25537087)
5. Dy. Director (East) Hindi Teaching Scheme Nizam Palace Complex, 234/4, Second Multilevel Bhavan, 18th Floor, Acharaya Jagdish Chandra Bose Road, Kolkata -700020 (Telephone No. 033-2287079 and 22890038) Fax No. -033-22870793
6. Assistant Director Language (CHTI), Hindi Department, Moor Bazar Complex 8th floor Chaennai-600002.

Annexure- IV

Contact At

<p>Director,</p> <p>Central Hindi Training Institute , Department of Official Language, Ministry of Home Affairs, 7th Floor, Paryavaran Bhawan, 'B' Block, CGO Complex, Lodhi Road, New Delhi – 110003. Telephone: 011-242361852 FAX: 011-24361852 Email: dirchti-dol@nic.in</p>	<p>Assistant Director,</p> <p>Room No.449 –A, Fourth Floor M/o Commerce and Industries D/o Industrial Policy and Promotion Udyog Bhavan, Rafi Marg New Delhi-110011 Telephone: 011-23063321 Extn. 2207 FAX: 011-23062626</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Address of Training Centre / Hostel and bus route No.

Address of Training Centre	Address of Hostel
<p>M/o Commerce and Industries</p> <p>D/o Industrial Policy and Promotion Room No. 449 – A, Fourth Floor</p> <p>Udyog Bhavan, Rafi Marg</p> <p>New Delhi -110011</p> <p>Telephone – 011-23063321 Extn. 2207 Fax No. 011-23062626</p> <p>Metro Rail Service is available from New Delhi, Old Delhi and ISBT. Name of Metro Station is Udyog Bhavan</p>	<p>Warden (Hostel),</p> <p>Central Hindi Training Institute, Flat No. 2, Government Hostel, 3rd Floor, Dev Nagar, Karol Bagh, New Delhi- 110005.</p> <p>Phone -011-28716509</p> <p>Bus Route: From New Delhi Railway Station Bus No. 181. From Old Delhi Railway Station Bus No.926. Name of Bus Stop - Liberty Cinema From Hostel to Udyog Bhavan Bus No. 610.</p>