

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

Dated: - 19/09/2019

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, Pragya and Parangat Courses 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 2020 – 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 , Pragya and Parangat 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.

Although these courses are for newly recruited Officers / Employees, other untrained Officers / Employees can also be admitted in these courses provided they are nominated by their offices concerned. By nominating so, the offices concerned will also achieve the target set for official language training within the prescribed time limit (year 2025)as fixed by the Department of Official Language.

In compliance with the Presidential orders issued based on the recommendation No.16.7(a)of the seventh report of the Committee of Parliament on Official Language,the Department of Official Language issued an OM No.12012/3/2015-OL(Policy)dated 22.4.2015,introducing a new practice based (Parangat) course for the employees of the Ministries/Departments, their attached and subordinate offices, Public Sector Undertakings/Statutory/Autonomous Bodies/Enterprises/Agencies/Corporations and Nationalised Banks owned or controlled by the Union Government who possess 'working knowledge of Hindi' to make them proficient in Hindi so that they carry out their official work in Hindi with ease.

All the Ministries / Departments are requested to nominate their officers / employees on priority basis for the courses mentioned in Annexure- I.

The eligibility of the candidate for Hindi Prabodh, Praveen, Pragya and Parangat courses can be determined by the criteria given below:-

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.
4	Parangat	20 full Working Days	Last day of the training	All the officers /employees of the Govt. of India Ministries, Departments, their attached & subordinate offices Autonomous/ Statutory bodies Undertakings/Enterprises/Agencies/ Corporations & Nationalized Banks fully owned or controlled by the Central Government who possess working knowledge of Hindi are eligible for this course.

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

Placed in group 'C'

Since Group 'D' employees have been placed in Group 'C' as per the recommendations Of the Sixth Pay Commission and since the Hindi Language /Hindi Typing Training is mandatory for Group 'C' Employees as per the order issued by the Hon'ble President in April 1967,the Department of Official Language in its OM No.14034/30/2009-OL(Trg.)dated 06 January,2010 has made Hindi Prabodh, Praveen, Pragya training mandatory for those group 'D' Employees of your office who have been placed in Group 'C' may also be nominated for these course 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.
- It is mandatory to fill the form in bilingual.
- 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 form different offices.
- Officers/employees nominated of 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 Centers is given at Annexure III.

Examination

- Examinations for these courses will be held on the last working day of each training programme.
- Trainees will fill up the examination form at the time of admission into the training course.
- Online examination will be conducted for Prabodh,Praveen and Pragya courses at our New Delhi,Chennai,Hyderabad,Kolkata,Vadodra and Bengaluru centers.But 'Parangat'exam will be conducted as per the conventional method.

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 online or through Bank Demand Draft drawn in favour of Deputy Director (Examination), Hindi Teaching Scheme, payable at New Delhi.

Note – No Examination Fees will be required for Parangat (पारंगत)Course.

Text Books

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

Financial Incentives

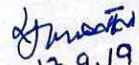
- Central Government Employees are awarded one increment equivalent to their Personal Pay for the period of 12 months on passing the prescribed final examination of Hindi and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.
- Officers/Employees are 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. The case of awarding financial incentives on passing the 'Parangat' examination is still under consideration of the Ministry.**

Sl. No.	Prabodh	Praveen	Pragya
1. On scoring 70% or more marks	Rs. 1600/-	Rs. 1800/-	Rs.2400/-
2. On Scoring 60% or more marks	Rs. 800/-	Rs. 1200/-	Rs. 1600/-
3. On Scoring 55% or more marks	Rs. 400/-	Rs. 600/-	Rs. 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 officials be nominated for the courses. They may ensure that the nominated officials take admission in the course and write exam so that available govt. resources for the training are optimally utilized and the target of training is achieved within the prescribed time(2025).
- It may also be ensured that the officers /employees in respect of whom the confirmation has been sent by the Assistant Director of this Institute 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 official . 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 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


17.9.19
(Suman Lal)
Director

Endorsement no. /19011/7/2019/CHTI/ILT/

Date :

Copy for information to:

1. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, NDCC –II, Building, 4th floor, Jai Singh Road, New Delhi-110001.
2. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC- Building, 4th floor, Jai Singh Road, New Delhi-110001.
3. Joint Director (Headquarters), Hindi Teaching Scheme, 7th Floor, Pandit Deendayal Antyodaya Bhawan New Delhi-110003
4. All Regional Deputy Directors Hindi Teaching Scheme, Central Hindi Training Institute, New Delhi, Mumbai, Chennai, Kolkata and Guwahati.
5. All Deputy Directors (Implementation), for wide publicity.
6. Deputy Director (Examination), Hindi Teaching Scheme East Block 7, Level 6, R K Puram, Sector -1, New Delhi-110066.
7. Assistant Director in-charge, Central Hindi Training Sub-Institute, Bengaluru & Hyderabad
8. All Assistant Directors (Language) Central Hindi Training Institute / Sub-Institute / Sub-Centre, New Delhi, Bengaluru, Kolkata, Chennai and Hyderabad and Vadodra.
9. Assistant Director, Research & Analysis Cell, Central Hindi Training Institute, New Delhi.
10. Assistant Director (Typing / Stenography), Research & Analysis Cell, Central Hindi Training Institute, 7th floor, Pandit Deendayal Antyodaya Bhawan, New Delhi with this direction that they make it available on the portal / website of the Department of Official Language.



(Suman Lal)
Director

Annexure –I ✖

Details of full time intensive training programmes (Hindi Prabodh, Praveen , Pragma and Parangat courses) to be conducted during the year 2020 by the Central Hindi Training Institute, New Delhi.

Session	Intensive course	Working days	Duration of the Training
First	Prabodh	25	01.01.2020 to 04.02.2020
	Praveen	20	05.02.2020 to 03.03.2020
	Pragma	15	04.03.2020 to 25.03.2020

Session	Intensive course	Working days	Duration of the Training
Second	Prabodh	25	01.05.2020 to 08.06.2020
	Praveen	20	09.06.2020 to 06.07.2020
	Pragma	15	07.07.2020 to 27.07.2020

Session	Intensive course	Working days	Duration of the Training
Third	Praveen	20	01.09.2020 to 28.09.2020
	Pragma	15	29.09.2020 to 20.10.2020
	Parangat	20	21.10.2020 to 18.11.2020

प्रशिक्षण सत्र:

कक्षा का नाम : प्रबोध/प्रवीण/प्राज्ञ/पारंगत

परीक्षार्थी की स्थिति: नियमित/ गहन

क्र.सं.	विवरण / DETAILS	
1.	प्रशिक्षार्थी का नाम (हिंदी में) NAME OF CANDIDATE (BLOCK LETTERS)	
2.	लिंग (पुरुष/स्त्री) GENDER (M/F)	
3.	पिता/पति का नाम (हिंदी में) FATHER'S/HUSBAND'S NAME	
4.	प्रशिक्षार्थी का पदनाम (हिंदी में) DESIGNATION OF CANDIDATE	
5.	मातृ भाषा / MOTHER TOUNGE	
6.	हिंदी भाषा में ज्ञान का स्तर: दसवीं से अधिक/आठवीं से अधिक दसवीं से कम/ पांचवी से अधिक आठवीं से कम/ पांचवी से कम/ प्रबोध/प्रवीण/प्राज्ञ KNOWLGDGE OF HINDI ABOVE 10 th / ABOVE 8 th LESS THAN 10 th / ABOVE 5 th LESS THAN 8 th / LESS THAN 5 th / PRABODH/PRAVEEN/PRAGYA	
7.	मंत्रालय (हिंदी में) NAME OF MINISTRY (IN ENGLISH)	
8.	विभाग का नाम (हिंदी में) NAME OF DEPARTMENT	
9.	नामित करने वाले अधिकारी का नाम व पदनाम NAME & DESIGNATION OF THE NOMINATING OFFICER	
10.	कार्यालय का पूरा पता (हिंदी में): ई मेल/ दूरभाष FULL OFFICE ADDRESS WITH E.MAIL ID/ PHONE	
11.	कार्मिक का दूरभाष व ई मेल आई डी: EMPLOYEE E.MAIL ID & MOBILE /PHONE	
12.	आधार सं०/ ADHAR No.	
13.	परीक्षा शुल्क भरने का विवरण (केंद्रीय सरकार के कर्मचारियों को छोड़कर)/ DETAILS OF FEE (APPLICABLE FOR ALL OTHER THAN CENTRAL GOVT EMPLOYEES)	
A	BANK DRAFT NUMBER	
B	DATE	
C	NAME OF BANK	
D	BANK BRANCH	

नोट:- विवरण दोनों भाषाओं में भरना अनिवार्य है/ IT IS MANDATORY TO FILL THE FORM IN BILINGUAL

: कृपया अंग्रेजी का विवरण केवल(BLOCK LETTERS) में ही भरें। Details in English are to be Filled in BLOCK LETTERS only

Annexure III

List of Training Centres

1. Assistant Director (Language) Central Hindi Training Institute, Room No. 449-A, udyogBhavan New Delhi -110011 (Telephone -011-23063321 Extn. -2207)
2. Assistant Director (Language) Central Hindi Training Sub- Institute, Second Floor, RajajiBhavan, E-3, C Block, Besant Nagar, Chennai – 600090 (Telephone No. 044-24918904)
3. Assistant Director (Language) Central Hindi Training Sub –Institute, CGO Tower ,Room No.403,Kavadiguda, Hyderabad -500080 (Telephone No. 040-27537211)
4. Assistant Director (Language) Central Hindi Training Sub-Institute, B – Wing, 5th Floor, KendriyaSadan, 17th Main Road, Second Block, Kormangla, Bangaluru - 560034 (Fax No. 080-25537089) (Telephone No. 080-25537087)
5. Dy.Director(Language) Central Hindi Training Sub-Institute,Kendriya Sadan,C Wing,6th Floor, C.B.D.Belapur,Navi Mumbai – 400614 (Telepnone No. 022-27572705,27572706) Fax No. 022-27565417
6. Dy. Director (East) Hindi Teaching Scheme Nizam Palace Complex, 234/4, Second Multilevel Bhavan, 18th Floor, AcharayaJagdish Chandra Bose Road, Kolkata - 700020 (Telephone No. 033-2287079 and 22890038) Fax No. -033-22870793
7. Officer in Overall Charge & Postmaster General,O/o Officer in Overall Charge & Postmaster General intensive Language Training sub- Centre, Vadodara-390002

Annexure- IV

Contact Addresses :-

Director, Central Hindi Training Institute , Department of Official Language, Ministry of Home Affairs, 7 th Floor, Pandit Deendayal Antyodaya Bhawan, 'B' Block, CGO Complex, Lodhi Road, New Delhi – 110003. Telephone: 011-242361852 FAX: 011-24361852 Email: dirchti-dol@nic.in	Assistant Director, 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
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Address of Training Centre / Hostel and bus route No :-

Address of Training Centre	Address of Hostel
M/o Commerce and Industries D/o Industrial Policy and Promotion Room No. 449 – A, Fourth Floor Udyog Bhavan, Rafi Marg New Delhi -110011 Telephone – 011-23063321 Extn. 2207 Fax No. 011-23062626 Metro Rail Service is available from New Delhi, Old Delhi and ISBT. Name of Metro Station is <u>Udyog Bhavan</u>	Warden (Hostel), Central Hindi Training Institute, Flat No. 2, Government Hostel, 3 rd Floor, Dev Nagar, Karol Bagh, New Delhi- 110005. Phone -011-28716509 Bus Route: From New Delhi Railway Station Bus No. 166 and 181 From Old Delhi Railway Station Bus No.926. Name of Bus Stop – Khalsa College From Hostel to Udyog Bhavan Bus No. 610,166 and 181 .