

Dated: - 20.11.2017

To

1. All the Ministries / Departments / Attached and Subordinate Offices.
2. Heads of all Departments, All public Institutions/Undertakings/enterprises /Autonomous and Statutory Bodies/Nationalised Banks etc.
3. All the officers of Central Official Language Services.

Subject:- Intensive (Short term) Hindi Prabodh, Praveen, Pragya and Parangat training programmes for the the year 2018 conducted by Central Hindi Training Institute, New Delhi and its Sub-Institutes & Sub-Centers for officers/employees of Govt. of India Ministries, Departments, Offices, Autonomous/ Statutory Bodies, Corporations, Undertakings, Nationalised Banks etc. – regarding.

Sir / Madam,

As per the directions cited in OM No. 18015/6/86 – OLE dated 10.09.1987 of Department of Official Language, the Central Hindi Training Institute and its Sub-Institutes conduct full time intensive Hindi Prabodh, Praveen, Pragya and Parangat courses for the newly recruited non-Hindi speaking officers / employees of all Ministries / Departments, Autonomous / Statutory Bodies, Corporations, Undertakings, Nationalised Banks fully owned or controlled by 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' पारंगत(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.

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The eligibility of the candidate for 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 a primary level course. Officers/employees whose mother tongue is Kannada, Malayalam, Tamil, Telugu, Manipuri, Mizo and English are eligible for this course. All the officers/ employees who do not possess the primary level knowledge of Hindi are eligible for Prabodh course.
2	Praveen	20 Full working days	Last day of the training	This is the secondary level course. Officers/ employees who have passed Prabodh examination or 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 into this course.
3	Pragya	15 full working days	Last day of the training	This is for the officers/employees who have passed Praveen Examination or whose mother tongue is Urdu, Kashmiri, Punjabi and Pashto or whose knowledge of Hindi is below Matric or Tenth class.
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 who have prescribed educational qualifications to place them in group 'C'. Hence Group 'D' employees of your office who have been placed in Group 'C' may also be nominated for these courses 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 sent by the Assistant Director of the respective training center to all the nominated officials.
- Officers/employees nominated for training may be relieved only on receipt of the confirmation letter from Assistant director of the concerned training center.
- List of Training Centers is given at Annexure - III.

Examinations:

- 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 examinations 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.

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Financial Incentives

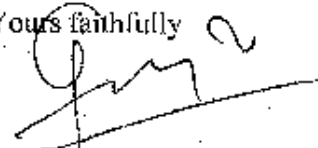
- Central Government employees are awarded one increment equivalent to their Personal Pay for the period of 12 months on passing the prescribed final examination of Hindi and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.
- Officers/employees are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

	Prabodh	Praveen	Pragya
On scoring 70% or more marks	₹ 1600/-	₹ 1800/-	₹ 2400/-
On Scoring 60% or more marks but less than 70%	₹ 800/-	₹ 1200/-	₹ 1600/-
On Scoring 55% or more marks but less than 60%	₹ 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 office concerned 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



(Dr. Jaiprakash Kardam)
Director

Endorsement no. /19011/7/2017/CHT/ILT/1692 - 2292

DATE : 20.11.2017

Copy for information to:

1. Private Secretary to Joint Secretary, Department of Official Language, Ministry 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 (HQ), Hindi Teaching Scheme, 7th Floor Pt Deendayal Antyodaya Bhawan, New Delhi.
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, 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, Antyodaya Bhawan, New Delhi with this direction that they make it available on the portal / website of the Department of Official Language..



(Dr. Jaiprakash Kardam)
Director

Annexure-I

Details of full time intensive training programmes (Hindi Prabodh, Praveen, Pragya and parangat courses) to be conducted during the year 2018 by the Central Hindi Training Institute, New Delhi.

Session First	Intensive course	Working days	Duration of the Training
	Prabodh	25	01.01.2018 to 05.02.2018
	Praveen	20	06.02.2018 to 07.03.2018
	Pragya	15	08.03.2018 to 28.03.2018

Session Second	Intensive course	Working days	Duration of the Training
	Prabodh	25	01.05.2018 to 04.06.2018
	Praveen	20	05.06.2018 to 02.07.2018
	Pragya	15	03.07.2018 to 23.07.2018

Session Third	Intensive course	Working days	Duration of the Training
	Praveen	20	04.09.2018 to 03.10.2018
	Pragya	15	04.10.2018 to 25.10.2018
	Parangat	20	26.10.2018 to 27.11.2018

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 Tel.No., Fax No., E-mail ID

Signature of the Sponsoring officer

Name & 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 (Prithvi Raj Road), New Delhi
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, CGO Tower, Room No. 403, Kavadiiguda, Hyderabad -500080 (Telephone No. 040-27537211)
4. Assistant Director (Language) Central Hindi Training Sub-Institute, B - Wing, 5th Floor, Kendriya Sadan, 17th Main Road, Second Block, Kormangla, Bengaluru -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 (Telephone 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, Acharaya Jagdish 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, Pt. Deendayal Antyodaya Bhawan, 'B' Block, CGO Complex, Lodhi Road, New Delhi - 110003. Telephone: 011-24361852 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 Bhawan, Rafi Marg New Delhi-110011 Tel: 011-23063321 Extn. 2207 FAX: 011-23062626
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Address of Training Centre / Hostel and bus route No.:-

Address of Training Centre	Address of Hostel
Central Hindi Training Institute, M/o Commerce and Industries D/o Industrial Policy and Promotion Room No. 449 - A, Fourth Floor, Udyog Bhawan, 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 Udyog Bhawan	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 Bhawan Bus No. 610, 166 and 181.