

No-19015/1/2026-27-CC./CHTI/1651-2650

Govt. of India
Ministry of Home Affairs
Dept. of Official Language
Central Hindi Training Institute

2-A, Prithviraj Road, New Delhi-110011

Date: 08-05-2026

To,

All Liaison Officers (Hindi)/ Directors/ Joint Directors/
Dy. Directors/ Administrative Officers/ All the Ministries/
Departments/ Public Sector Undertakings/Corporations/
Bodies/ Enterprises/ Organisations & Nationalised Banks etc.

**Subject: 37th session (01 July-2026 -31 May-2027) of Hindi Prabodh/ Praveen/ Pragma
Correspondence Courses under Central Hindi Training Institute –reg.**

Sir/Madam,

It is informed on the above subject that the 37th session of the correspondence courses of Hindi Prabodh/ Praveen/ Pragma training will commence from **01 July-2026**. The qualification and eligibility of officials for these correspondence training programmes under the Central Hindi Training Institute should be determined as follows-

Training courses & session	Objectives	Duration & Last Date of Application	Eligibility	Incentives
37 th session of the correspondence Courses of Prabodh/ Praveen/ Pragma will be conducted (From 01 July, 2026 To May 31 2027)	The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindi to all such personnel of the Government of India and Public Sector Undertakings, Corporations, Bodies and Nationalized Banks, Financial Institutions, Apex Banks and Autonomous Organizations etc. who do not possess working knowledge of Hindi and for whom it is compulsory	Duration of each course One Year Last Date of Application 31 July 2026	The officers/employees who are eligible for Prabodh, Praveen and Pragma course under Hindi Teaching Scheme but cannot avail the facility of Hindi Training due to the non-availability of training centres at their place of posting or some other reasons. Please see Annexure-I for detailed information regarding eligibility Criteria.	Candidates who pass these examinations through correspondence courses are deemed to have passed the examination by their own efforts vide OM No.19015/4/91-CHTI/12256 dated 15.05.1991.. Such candidates if otherwise eligible will get cash award vide OM No.21034/25/2024-OL (Training) dated 01 July, 2025. The expenditure so incurred on this will be borne by the department concerned

2. Financial incentives

- **Cash award on passing Exams**

Course	Percentage of marks obtained and amounts of cash award		
	55% or more but less than 60%	60% or more but less than 70%	70% and above
Prabodh	₹ 1000 /-	₹ 2000 /-	₹ 4000 /-
Praveen	₹ 1500 /-	₹ 3000 /-	₹ 4500 /-
Pragya	₹ 2000 /-	₹ 4000 /-	₹ 6000 /-

- **Lump-sum awards on passing Exams through individual efforts**

Prabodh	Praveen	Pragya
₹ 3500	₹ 4000/-	₹ 6000/-

Note: The candidates who passed the Hindi Prabodh, Praveen and Pragya Examinations of Hindi Teaching Scheme by their own efforts will be eligible for the benefits mentioned above even if they secure 5% less marks than the prescribed percentage while awarding them the cash award in addition to lump sum award. The trainees who have passed these examinations through correspondence course, are eligible to get cash award as well as the lump-sum award.

Personal pay: The personal pay equal to the amount of one increment for a period of 12 months is granted to the Central Government officers/employees who pass the Hindi Prabodh/Praveen or Pragya Examination whichever has been prescribed as a final course of study for the trainee.

3. Procedure of admission

Applications sent in the prescribed proforma (**Refer Annexure-3**), duly filled in English and Hindi will only be considered for admission. After ensuring eligibility, the applications of the eligible officers/employees may be forwarded to the address given below by **31th July 2026**:

**The Deputy Director (HTS)/Assistant Director(Language)
Correspondence Course Wing (Language)
Central Hindi Training Institute,
2-A, Prithviraj Road,
New Delhi-110011.
Email- chti1153@nic.in, chti1289-doi@nic.in**

All the Heads of the Departments of various offices and departments are hereby requested to nominate maximum number of officers/employees for the correspondence Hindi language training for upcoming session i.e. 2026-27. Your contribution to this important task of Department of Official Language will be appreciable. The eligibility of trainees may kindly be ensured before forwarding the applications to the programme/courses.

All the Ministries/Departments of the Government of India are requested to circulate this letter to their attached and subordinate offices.

Contact us:

Address of the Office	Name of the Assistant Director(Language)	Tele/Mobile No.
The Deputy Director,(HTS)/AD(L) Central Hindi Training Institute, Language Correspondence Wing, 2-A, Prithviraj Road, New Delhi- 110011.		011- 23017203 L.L (Office)
	Mr. Shambhu Kumar	Mobile No: 9717909041

Note:

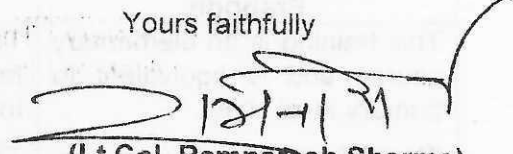
- Kits and Response-Sheets of Prabodh/Praveen/Pragya courses can also be downloaded through the link given below:

<http://chti.rajbhasha.gov.in/?9600?21>

- In addition to this, trainees can avail the help from **LILA-Rajbhasha Mobile App for self directed learning** which is available in 14 Indian languages and English. The web version of LILA Rajbhasha can be accessed through the link given below:

<https://lilapp.rb-aa1.in/#!>

Yours faithfully

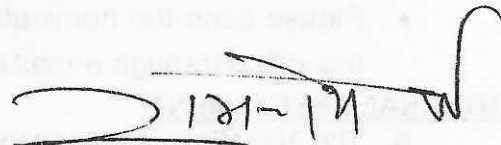


(Lt.Col. Ramnaresh Sharma)

Director

Copy forwarded for information and necessary action:

1. All Ministries and Department of the Government of India / Public Sector Undertakings/Corporations/Bodies/ Enterprises/ Organisations & Nationalised Banks etc.
2. Office of the Comptroller and Auditor General of India, I.T.O, New Delhi.
3. UPSC, Dhaultpur House, Shahjahan Road, New Delhi.
4. Staff Selection Commission, C.G.O Complex, Lodhi Road, New Delhi.
5. Election Commission of India, Ashoka Road, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. National Commission for Women, New Delhi.
8. National Human Rights Commission, New Delhi.
9. Central Administrative Tribunal, Copernicus Marg, New Delhi.
10. Administrator, All Union Territories.
11. Official Language Department and all attached and Subordinate offices of Department of Official Language, MHA.
12. Chairman, All Town Official Language Implementation Committees (as per mailing list)
13. Joint Director (HQ), CHTI, New Delhi.
14. All Deputy Directors, Hindi Teaching Scheme.
15. All Officer-in-Overall Charge, Hindi Teaching Scheme
16. Rajya Sabha/Lok Sabha Secretariat, New Delhi.
17. Army (HQ), Airforce (HQ), Naval (HQ) and Défense training centres.
18. CRPF(HQ), ITBP(HQ), CISF(HQ), RAF(HQ) and their training centres.
19. Director (Imp.), Director (Policy), Director (Tech.), Director (Services) and Director (Research), DOL, MHA, 4th Floor, NDCC Building-2, New Delhi
20. Director, Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi.
21. Director (Official Language), Railway Board, Rail Bhavan, New Delhi.
22. Director (Official Language), Dak Bhavan, New Delhi.
23. Assistant Director (Hindi Typing & Hindi Stenography) Research and Analysis Unit, Central Hindi Training Institute, 7th Floor Pt. Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-03 with the direction that arrangements may be done to upload this circular in the Dept's website.
24. Assistant Director (Language) Research and Analysis Unit, Central Hindi Training Institute, 7th Floor Pt. Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-03
25. 50 (additional copies)



(Lt.Col Ramnaresh Sharma)

Director

DETAILED INFORMATION REGARDING Hindi LANGUAGE CORRESPONDENCE COURSES

Eligibility: The Correspondence Wing of Central Hindi Training Institute facilitates training for three courses named Prabodh, Praveen and Pragya. The eligibility criteria for these courses is mentioned below:

Prabodh	Praveen	Pragya
This training is an elementary course and is equivalent to primary level Hindi. The Officers/ employees who do not possess knowledge of Hindi even of the primary level and whose mother tongue is Kannada, Tamil, Malayalam, Telugu, English or any other language of North Eastern States except Assam & Bodo, are eligible for admission to this course.	This course is an Intermediate and equivalent to Middle Level Hindi. The Officers/ employees who have passed Prabodh Examination or who do not possess knowledge of Hindi even of the middle level and whose mother tongue is Marathi, Gujarati, Bangla, Assamese, Oriya, Nepali, Sindhi, Dogri Bodo, Maithili, Santali, are eligible for this course.	This course is equivalent to Matric Level Hindi. The Officers/ employees who have passed Praveen Course or who do not possess Working knowledge of Hindi up to the level of Matric and whose mother tongue is Urdu, Punjabi, Pasto, Kashmiri are eligible to this course.

NOTE:

AGE LIMIT:

- There is no upper age limit for admission to these courses.

COURSE:

- Medium of instruction for these Prabodh, Praveen and Pragya correspondence courses is English.

STUDY MATERIAL:

- The sponsoring authorities are requested to ensure that the employees sponsored for the training should regularly send their solved response sheets for evaluation to this Institute. It is mandatory for every trainee to obtain 35% marks to pass in the internal assessment.

EXAMINATION FEES:

- Examination fee is not applicable for central Govt. Officials. The personnel of Corporations/ Autonomous Bodies/ Companies /Banks/ Boards/ Organisations and Undertakings/ etc. working under Central Govt. have to pay examination fee with following rates. It is mandatory to send the online payment receipt of the examination fee along with nomination form.

Prabodh
Praveen
Pragya } ₹ 100/- per trainee

- Please see the annexure-2 for procedure of submitting online examination fee.
- Please send the nomination form along with examination fee (if payable) to this office through e-mail by 31st July 2026.

INTERNAL ASSESSMENT:

- A. The 100 Marks are earmarked for internal assessment which shall be awarded on the basis of the evaluation of the response sheets submitted by trainees for evaluation to this Wing.

- B. Those candidates who score less than 35 marks in internal assessment will have to appear for oral exam.in Nov.2027 and the candidate will be declared successful only after obtaining minimum 35 marks in oral examination
- The Employees who are not required to do any Ministerial work or not required to write notes on files or deal with correspondence, (e.g. Staff Car Drivers, Engine Drivers, Record Sorters, Electricians, Fitters, Gestetner Operators, Postmen, Telephone Operators etc.) are required to undergo training in PRABODH Course.
 - The employees/officers who are generally not required to do any ministerial work themselves, but have to be conversant with Hindi in order to be able to do correspondence and prepare reports etc. in Hindi (e.g. Doctors, Scientists, Nurses, Supervisory Staff in Workshops and laboratories etc.) are required to take training up to PRAVEEN Course.
 - The Central Government employees/Officers who have to do ministerial work, record notes or deal with correspondence are required to undergo training up to PRAGYA Course.
 - As per OM No.14034/30/2009-OL(Trg.) Dated 6th January, 2010 of Dept. Of Official Language it is decided that the personnel who are converted in Group 'C' from Group 'D' and possess the requisite educational qualification may be given training in Hindi language, Hindi Typewriting and Hindi Stenography.
 - After completion of training and qualifying the prescribed examination, they may also be awarded all kinds of cash incentives like a cash award an advance increment etc.
 - The details regarding payment of examination fee online are given in **Annexure-2**.
 - The sponsoring authorities are requested to ensure that the employees seeking admission to correspondence courses do appear in the examination also. It has been observed that a number of candidates enrol themselves for the courses but they do not send their solved Response Sheets regularly or do not appear for the examination which results in the wastage of Government money, time and labour. Therefore, it may also be ensured that all the enrolled candidates appear in the examination without fail.
 - While sending the filled response sheets to this office, instructions should be given to the trainees to write their registration number on them. The candidate is required to obtain 35% marks to pass the Internal Assessment. The response sheets sent after 15th May, 2027 will not be entertained or evaluated.
 - In order to pass the examination, the trainees have to score minimum 35% marks in each paper (two written papers and internal assessment). If a trainee scores less than 35% marks in any paper, he will be declared as "पूरक" (supplementary) and candidate needs to reappear only for that paper in the exams held in November, 2027. If he fails only in the internal assessment then he is required to appear in viva-voce test in November, 2027.
 - The candidates declared as 'पूरक' have to send their examination forms to this office before 15 August 2027. The candidate is also required to pay the draft of ₹10/- in favour of DD (Exam), Hindi Teaching Scheme, New Delhi as examination fee.
 - Candidates, who could not appear in the examination or fail in more than one paper in the exam held in the month of May, 2027 may reappear in the subsequent examination under the Hindi Teaching Scheme, to be held in the month of November or May, but in that case, they will be considered as 'Private Candidates' and they will have to appear in viva-voce test also for their internal assessment. The marks obtained by them in the earlier evaluated response sheets shall not be considered as their marks for internal assessment for subsequent examinations.
 - Recently, some reforms have been carried out in the existing examination system of Prabodh/Praveen/Pragya courses conducted by Central Hindi Training Institute. For detailed information please refer to the letter no.15/2/2016 DD (Exam)1022 dated 09.05.2016 on website: www.chiti.rajbhasha.gov.in

PERSONAL CONTACT PROGRAMME (PCP):

- In order to overcome the drawbacks arising in the absence of Direct Teaching, personal contact programmes are organised at different places twice a year and the duration of these programmes are 05 full working days (Prabodh-02 days, Praveen-02 days and Pragma-01 day).
 - These programmes are arranged in those Centres/Cities where the numbers of students are sufficient. During these programmes class room lectures are arranged where lessons sent through correspondence are reviewed. Besides this, necessary instruction and guidance are provided by the faculty to the trainees with attention towards the difficulties and problems of individuals.
 - Information regarding the dates and places of these personal contact programmes is communicated to trainees by the Correspondence Wing and Regional Deputy Directors from time to time.
 - Employees participating in the personal contact programmes are treated as on duty similar to trainees appearing in the examinations under the Hindi Teaching Scheme and the expenditure incurred on their T.A./D.A. is borne by the Respective Department.
 - Personal Contact Programmes (PCP) will be conducted in future through online/offline mode depending on the prevailing situation.
- ❖ **It is mandatory for all sponsoring offices to send full details of the nominated trainees an Excel sheet in Hindi and English.**
- ❖ **Trainees can register directly online through the website of Central Hindi Training Institute**
(chti-online registration-hindi language correspondence)

PROCEDURE OF SUBMITTING ONLINE EXAMINATION FEE

The payment of examination fee can be done by online through the website of State Bank of India: www.onlinesbi.com. It is compulsory to send the copy of the acknowledgement receipt of the payment made online along with nomination form. The procedure of online payment of examination fee for Prabodh/Praveen/Pragya is mentioned below.

1. Open State Bank of India's website www.onlinesbi.co and then click on State Bank Collect on the sub-headings and accept all the terms and conditions.
2. State Bank Collect - select— All India - then select State Bank Corporate/Institution - select Govt. Department and click go
3. Select HINDI TEACHING SCHEME, D/o OFFICIAL LANGUAGE. MHA in Govt. Department Name and click submit button.
4. On Select Payment Category click Hindi Teaching Scheme Select. A form will be displayed in this form fill all the details and for Intensive exam date fill any date of May 2027.
5. Fill this form and click on SUBMIT. After submitting Confirm it and make the Payment.
6. Please take a print of Payment Receipt and attach with the nomination form and forward to Correspondence Wing, CHTI, New Delhi.

Procedure of payment of examination fee through NEFT:

A current account with account number 35148065018 is operative for DD (Exam), HTS at SBI, Central Secretariate Branch, North Block, New Delhi for the purpose of NEFT transaction of Examination Fee. IFS Code of the account is SBIN0000625 and MICR code is 110002014.

केंद्रीय हिंदी प्रशिक्षण संस्थान/CENTRAL HINDI TRAINING INSTITUTE

भाषा पत्राचार स्कंध/ CORRESPONDENCE WING

नामांकन फॉर्म/पत्रक / NOMINATION FORM

1.	पाठ्यक्रम का नाम Name of the Course (In capital letters)	
2.	आवेदक का नाम (हिंदी व अंग्रेजी में) Name of the Applicant (In Hindi & English)	
3.	पिता/पति का नाम (हिंदी व अंग्रेजी में) Name of Father/Husband (In Hindi & English)	
4.	पदनाम/ Designation of applicant	
5.	आवेदक का ई-मेल आईडी E-mail ID of applicant	
6.	आवेदक का मोबाइल नंबर Mobile Number of Applicant	
7.	मातृभाषा/ Mother Tongue	
8.	लिंग/Sex	स्त्री (Female) /पुरुष (Male)/अन्य (Others)
9.	शैक्षणिक योग्यता/Educational Qualifications	
10.	किस स्तर/कक्षा तक हिंदी पढ़ी है ? Hindi studied up to which level/std	
11.	नियंत्रक अधिकारी/नामांकन प्राधिकारी का नाम एवं पदनाम Name and Designation of the controlling officer/ Nominating authority	
12.	नियंत्रक अधिकारी/ नामांकन प्राधिकारी का मोबाइल नंबर, ई-मेल व पता Mobile Number and e-mail ID of the controlling officer/ Nominating authority	
13.	कार्यालय का पता (हिंदी व अंग्रेजी में) Full address of the office (In Hindi & English)	
14.	परीक्षा शुल्क की ड्राफ्ट संख्या/ऑनलाइन भुगतान की रसीद संख्या, दिनांक सहित Details of Exam Fee Draft/ Online payment receipt number with date	
15.	आवेदक का आधार कार्ड नंबर Aadhar Card Number of the Applicant	

स्थान/Place:

तारीख/Date:

आवेदक के हस्ताक्षर

Signature of the Applicant

नियंत्रक अधिकारी/ नामांकन प्राधिकारी का प्रमाण-पत्र

(प्रमाण-पत्र पर हस्ताक्षर करने से पहले पात्रता की शर्तों का अनुपालन सुनिश्चित करें)

प्रमाणित किया जाता है कि में कार्यरत श्री/श्रीमती/कुमारी..... (पदनाम) को, प्रशिक्षण के लिए पात्र पाए जाने पर वर्ष 2026-27 के दौरान, केंद्रीय हिंदी प्रशिक्षण संस्थान द्वारा संचालित पत्राचार के अंतर्गत प्रबोध/प्रवीण/प्राज्ञ पाठ्यक्रम में नामित करने हेतु अनुमति प्रदान की जाती है।

Certified that Shri/Smt./Ms..... Working asin is eligible for training and is permitted to enrol for Prabodh/Praveen/Pragya course through Correspondence conducted by Central Hindi Training Institute for the Year 2026-27

नियंत्रक अधिकारी/ नामांकन प्राधिकारी के हस्ताक्षर
Signature of the Controlling Officer / Nominating authority
कार्यालय की मोहर सहित नाम एवं पदनाम:
Name and Designation with date and office seal
ई-मेल/E-mail:
मोबाइल नंबर Mobile No. :
फैक्स नंबर/Fax No.:

स्थान/ Place :

तारीख/ Date:

टिप्पणी : नामांकन फॉर्म दोनों भाषाओं में भरना अनिवार्य है।

ई-मेल तथा मोबाइल नंबर के बिना नामांकन फॉर्म अमान्य होगा।

नामांकन फार्म भरते समय अभ्यर्थी अपनी मेल आई.डी. कैपिटल लेटर्स में ही लिखे। अभ्यर्थी अपना नामांकन फार्म डाक के माध्यम से भेजना सुनिश्चित करें।

Note: It is mandatory to fill the Nomination Form in both the languages. Without e-mail and mobile number, the Nomination Form will be invalid. While Filling the Nomination Form Candidate must mention his mail ID in Capital Letters. Candidate must ensure to send his/her Nomination form by post.