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File No:-19015/1/2018-CC./CHTI/2759 7 3758

GOVERNMENT OF INDIA MINISTRY OF HOME AFFAIRS (DEPARTMENT OF OFFICIAL LANGUAGE) CENTRAL HINDI TRAINING INSTITUTE

2-A,Prithviraj Road, New Delhi-110011

Dated: 21-5-2018

To

All Liaison Officers (Hindi)/
Director/Joint Director/Dy. Director/Administrative Officer
All the Ministries/ Departments/ Public Sector undertakings/
Corporations/ Bodies/ Enterprises/ Organizations & Nationalized
Banks etc.

Subject: Hindi-Prabodh; Praveen-and Pragya-Correspondence Courses under Central Hindi Training Institute 29th Session (July-2018 to May-2019) regarding.

Sir/Madam.

The new session of Hindi Prabodh, Praveen and Pragya through correspondence under the auspices of the Central Hindi Training Institute will commence from 1st July, 2018. The qualification and eligibility of the trainees for these training programmes shall be decided as per the details given below:-

1	2.	3.	4.	<u>.</u>
Name of	Duration &	Objectives	Eligibility	Incentives
the	Last Date			
course	for			
	submission		 -	
	of			
- <u>-</u> -	Application			
1.Prabodh	One Year	The Courses are	The officers/	Candidates who pass
		being organized in	employees who	these examinations
2.Praveen	course)	compliance with the	are eligible to get	through
		Government of	admission in	
3.Pragya		India's official	Prabodh, Praveen	courses are deemed to
		language policy to	and Pragya courses	
		provide in-service	under Hindi	
		training in Hindi to	Teaching Scheme	own efforts vide OM
		all such personnel of		
		the Government of	facility of Hindi	CHTI/12256 dated
		India and Public	training due to the	
		Sector	non-availability of	candidates if
		Undertakings,	training centres at	
	• •	Corporations, bodies	their place of	will get cash award

	Autonomous Organizations etc.	other reasons. Please see ANNEXURE-1 for detailed information regarding	vide OM No.21034/66/2010- OL (Training) dated 29 July, 2011. The expenditure so incurred on this will be borne by the department concerned.
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Financial incentives

Cash awards on passing Exams

Course	Percentage obtained			
	55% or more	60% or more	70% or more	
Prabodh	Rs. 400 /-	Rs. 800 /-	Rs. 1600 /-	
Praveen	Rs. 600/-	Rs. 1200 /-	Rs. 1800 /-	
Pragya	Rs. 800 /-	Rs. 1600/-	Rs. 2400 /-	

Lump-sum cash awards on passing Exams by trainee's own efforts

Prabodh	Fraveen	Pragya
Rs. 1600	Rs.1500/-	Rs.2400/-

Note: The candidates who qualify the Hindi Prabodh, Praveen and Pragya Examinations of Hindi Teaching Scheme by their own efforts will be eligible for the above mentioned benefits 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 cash award.

Personal pay

Central Government officers/employees are awarded personal pay equal to the amount of one increment for a period of 12 months on passing the Hindi Prabodh/Praveen or Pragya course whichever has been prescribed as a final course of study for these personnel.

Applications sent in the prescribed proforma as per Annexure-II duly filled up in English and Hindi will only be considered for admission. The applications of the eligible officers/employees must be forwarded to this office latest by 30th June 2018 on the following address:

Assistant Director (In-Charge)
Correspondence Course Wing (Language)
Central Hindi Training Institute,
Department Of Official Language,
2-A, Prithvi Raj Road, New Delhi-110011.

Y Please refer Annexure -III for information regarding study material, examination fee and form, internal assessment etc..

- ✓ All the Head of the Departments of various offices and departments are hereby again requested to nominate maximum number of officers/employees for language training for upcoming session i.e. 2018-19.
- √ Your contribution to this task of great importance of Department of Official Language will be appreciable.
- ✓ The eligibility of trainees may kindly be ensured before forwarding the applications for admission.
- ✓ All the Ministries/Departments of the Government of India are requested to circulate this letter to their attached and subordinate offices.
- ✓ You can download the Prabodh, Praveen and Pragya Kits and Response Sheets from our website: http://chti.rajbhasha/gov.in/?9600?21

(Dr. Jai Prakash Kardam) Director

Contact Address -

Name of Officer	Telephone/Mobile No.
Ms Krishna Devi	011-23017203
	M-9871608537
	111 707 1000337
	1
	Ms Krishna Devi Hindi Pradhyanak

Endorsement No:-19015/1/2018-CC./CHT1./2759

Dated: 21-5-2018

Copy forwarded for information and necessary action to:

- All Ministries and Departments of the Government of India.
- Office of the Comptroller and Auditor General of India, I.T.O, New Delhi.
- Union Public Service Commission, Dhaulpur 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.
- Central Vigilance Commission, New Delhi.
- 7. National Women Commission, New Delhi.
- 8. National Human Rights Commission, Copernicus Marg, New Delhi.
- 9. Central Administrative Tribunal, Copernicus Marg, New Delhi.
- 10. Administrator, All Union Territories.
- 11. All attached and Subordinate offices of Department of Official Language Ministry of Home affairs.
- 12. Chairmen, all Town Official Language Implementation Committees.
- 13. Joint Director, Hindi Teaching Scheme (HQ), (Hindi T & S) HTS, New Delhi.
- 14. All Deputy Directors, Hindi Teaching Scheme.
- 15. All Officer-in-Overall Charge, Hindi Teaching Scheme
- Rajya Sabha/Lok Sabha Scoretariat, New Delhi.
- 17. Director (Imp.), Director (Policy), Director(Tech.), Director (Services) and Director (Research), DOL, MHA, 4th Floor, NDCC Building-2, New Delhi is requested to arrange the printing of the above in "Rajbhasha Bharati."
- 18. Kendriya Hindi Sansthan, R-12, Nehru Enclave, Kalkaji, New Delhi-110019.
- 19. Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi.
- 20. Director(Official Language), Railway Board, Rail Bhavan, New Delhi,
- 21. Director(Official Language), Dak Bhavan, New Delhi.
- 22. 50 Spare Copies.

(Dr. Jai Prakash Kardam) Director

DETAILED INFORMATION REGARDING ELIGIBILITY OF LANGUAGE CORRESPONDENCE COURSES

Prabodh	Praveen	Pragya	
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.	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	officers/employees who have passed Fraveen Examination or whose mother tongue is Urdu	

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

Note -

- 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.
- 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.

Central Hindi Training Institute (Language Correspondence Wing)

		Application Form	
$\frac{1}{2}$	OFFICE - Central Govt. or Oth	er	
2	Name of the Course - Prabodh/P	raveen/Pragya	
3	आवेदक का नाम	हिंदी में	
	Name of applicant	In English-block letters	
4	पिता/पति का नाम	हिंदी में	
	Name of Father/husband	In English-block letters	
5	आवेदक का पदनाम	हिंदी में	
	Designation of the Applicant	In English-block letters	
6	Mother tongue	, <u>, , , , , , , , , , , , , , , , , , </u>	
7	Gender - male /female/ other		
8	Standard/Class up to which Hind	li has been studied	
9	Name of Ministry	, , , , , , , , , , , , , , , , , , , 	
10	Complete Postal Address of Offic Pin Code (Not in abbreviations)	ce including Dist./State &	
11	E-Mail ID of candidate & Mobile	Number	-
12	Name and Designation of the No	minating authority	
13	City in which office is situated	हिंदी में	
		In English-block letters	

(Signature of the Applicant)

CERTIFICATE OF THE CONTROLLING AUTHORITY (Please ensure fulfillment of eligibility conditions before signing the certificate)

Certified that	Sh./Smt./Kum	642000000000000000000000000000000000000	Worki	១១ ១៩		
in	03:00004126e30031008v8ev4e0050	bas	been found	eligible fo	r trainine	and ic
permitted to b	e enrolled for	Course thr	ough Corres	spondence t	n he candu.	eted he
the Central Hi	ndi Training Institute	in the Year		· pondoxee e	O OF COMMEN	ned by
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Place :..... Date:

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Note -

- 1. The details regarding payment of examination fee online is given on Annexure-IV
- 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 enroll 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.

- 3. While sending the filled response sheets to us the trainees should be instructed to write their registration number on them. The candidate is required to obtain 35% marks to get through Internal Assessment.
- 4. The response sheet received after 15th May, 2019 will not be entertained or evaluated.
- 5. In order to get through the exam the trainee is required to obtain at least 35% marks in each paper. If a trainee gets less than 35% marks in one paper, he will be declared as 'पूक (supplementary) and he can reappear in the exams held in Nov, 2019 only for that particular paper. If he fails in the internal assessment then he is required to appear in viva-voce test. The candidates declared as 'पूक have to send their examination forms to this office. He is also required to pay the draft of Rs. 10/- in favour of 'Dy. Director (Exam), Hindi Teaching Scheme, New Delhi as exam fee.
- 6. Candidates, who could not appear in the examination or fail in more than one paper in the exam held in the month of May, 2019 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.
- 7. 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 9.5.2016 on our website: www.chti.rajbhasha.gov.in

PERSONAL CONTACT PROGRAMME

- In order to overcome the drawbacks arising in the absence of Direct Teaching, personal contact programmes are organized at different places twice a year and the duration of these programme is of one week (Prabodh-2 days, Praveen-2 days and Pragya 1 day). These programmes are arranged in those Centers/Cities where the number of students are sufficient. During these programmes class room lectures are arranged wherein lessons sent through correspondence are recapitulated. Besides this, the students are provided individual guidance. Their problems and difficulties are personally attended to.
- Intimation regarding the dates and places of these programmes is communicated to them by the Correspondence Wing and Regional Deputy Directors from time to time
- The employees participating in the personal contact programmes are treated on duty like the trainees appearing in the examinations under the Hindi Teaching Scheme and the expenditure so incurred on their T.A./D.A. is borne by the Department concerned.

Procedure of submitting online Examination fee:-

The examination fee can be deposited online in the State Bank Of India on their website of State Bank of India:- website www.onlinesbi.com by adopting following steps. It is compulsory to send the copy of the acknowledgement receipt of the payment already made online to the Dy. Director (Exam), Hindi Teaching Scheme, New Delhi.

- 1. Go to www.online sbi.com select state bank collect and click, and after accepting all the conditions proceed.
- 2. On the page of state bank collect in state bank corporate/Institution—select All India afterwards in Type of Corporate/Institution Select Govt. Department and click Go.
- 3. In Govt. Department Name SUBMIT to HINDI TEACHING SCHEME, DEPT OF OFFICIAL LANGUAGE MHA.
- 4. In Select payment Category Select Hindi Teaching Scheme---a form is opened.
- 5. After filling the form SUBMIT. After Submission Confirm the details filled and make Payment.
- 6. After **Payment** take the copy of the **Receipt** and send this **Receipt** to Dy. Director (Exam), Hindi Teaching Scheme, East Block-7, Level-6, R. K. Puram, New Delhi-110066.
- 7. The Examination Fee once paid shall neither be refunded nor adjusted for the next examination in any case. The examination fee is to be paid along with the Examination forms only and not with the admission form.