

File No:-19015/1/2018-CC./CHTI/2759 से 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 Pragma 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 Pragma 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.	5.
Name of the course	Duration & Last Date for submission of Application	Objectives	Eligibility	Incentives
1.Prabodh 2.Praveen 3.Pragya	One Year (for each course)  30 <sup>th</sup> June, 2018.	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	The officers/ employees who are eligible to get admission in Prabodh, Praveen and Pragma courses under Hindi Teaching Scheme but cannot avail the facility of Hindi training due to the non-availability of training centres at their place of	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

	and Nationalized Banks, Financial institutions, Apex Banks & Autonomous Organizations etc. who do not possess working knowledge of Hindi and for whom it is compulsory.	posting or some other reasons. Please see ANNEXURE-I for detailed information regarding eligibility.	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	Praveen	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 30<sup>th</sup> 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.**

✓ 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/?9600721>

  
(Dr. Jai Prakash Kardam)  
Director

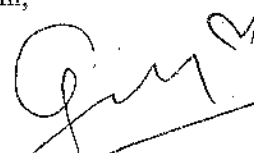
Contact Address --

Name of the Office	Name of Officer	Telephone/Mobile No.
Assistant Director (In-charge) Central Hindi Training Institute, Correspondence Course (Language), 2A, Prithviraj Road, New Delhi-110011.	Ms Krishna Devi Hindi Pradhyapak	011- 23017203 M-9871608537

Endorsement No:-19015/1/2018-CC/CHTI/2759 <sup>2</sup> 3758 Dated: 21-5-2018

Copy forwarded for information and necessary action to :

1. All Ministries and Departments of the Government of India.
2. Office of the Comptroller and Auditor General of India, I.T.O, New Delhi.
3. 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.
6. 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
16. Rajya Sabha/Lok Sabha Secretariat, 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.	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.	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.

**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, Gestefner 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

1	OFFICE - Central Govt. or Other		
2	Name of the Course - Prabodh/Praveen/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		
7	Gender - male /female/ other		
8	Standard/Class up to which Hindi has been studied		
9	Name of Ministry		
10	Complete Postal Address of Office including Dist./State & Pin Code (Not in abbreviations)		
11	E-Mail ID of candidate & Mobile Number		
12	Name and Designation of the Nominating 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 ..... Working as .....  
in ..... has been found eligible for training and is  
permitted to be enrolled for..... Course through Correspondence to be conducted by  
the Central Hindi Training Institute in the Year.....

Signature  
Name and Designation of the  
Competent/Controlling Officer  
With the Office Seal

Fax Number..... Telephone Number..... and Mobile No.....

Place : ..... Date : .....

Course	Study Material	Examination Forms	Examination Fee	Internal Assessment
Medium of instructions for these Prabodh, Praveen and Pragya correspondence courses is English.	All those employees who are admitted to these courses will be supplied with study material in eight instalments from August, 2018 to March, 2019 consisting study lessons and response sheets. The candidates will have to study the lessons and attempt the exercises in the response sheets which shall be sent for evaluation to the Correspondence Wing. The entire study material shall be supplied free of cost to the candidates admitted to these courses. The sponsoring authorities are requested to kindly ensure that the employees sponsored for the training should regularly send their solved response sheets within 15 days for evaluation to this Institute.	The exam forms & registration cards will be sent to the trainees along with the first(Aug) kit. The last date for receipt of the examination forms, duly filled up in Hindi and in English by the trainees is 31 Oct 2018. It may be noted that remaining lesson Kits will be sent regularly only to those trainees whose examination forms are received within the stipulated date i.e. 31 Oct, 2018. The examinations to be held in May, 2019.	The examination fee in respect of the employees of the Corporation/Undertakings and banks etc. along with the examination forms should be remitted by means of DEMAND-DRAFT in favour of the Deputy Director (Examination), Hindi Teaching Scheme payable at New Delhi. Fee can also be deposited online at www.onlinesbi.com. For procedure of online exam, fee payment please refer Annexure-IV. The Central Government Employees are not required to pay exam fee but for the personnel of Corporations/ Undertakings/ Banks /Companies etc. an examination fee of Rs. 100/- per trainee for each course is payable. The examination forms along with-the bank Draft should reach this office by 30 <sup>th</sup> Oct, 2018 positively.	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 viva-voce exam in Nov 2019 Candidate will be declared successful only after obtaining minimum 35 marks.

**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 15<sup>th</sup> 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 'पूरक' (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 'पूरक' 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](http://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](http://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](http://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.