

संख्या : 26175246  
26176055  
26191574  
26191572  
E-mail : ddhts-nc-dol@nic.in

संख्या/No. 578/2019-DD(NCY)/1137  
भारत सरकार

GOVERNMENT OF INDIA  
गृह मंत्रालय, राजभाषा विभाग  
MINISTRY OF HOME AFFAIRS, DEPTT. OF OFFICIAL LANGUAGE  
उप निदेशक ( मध्योत्तर ) का कार्यालय  
OFFICE OF THE DEPUTY DIRECTOR (NORTH CENTRAL)  
हिंदी शिक्षण योजना  
HINDI TEACHING SCHEME

पूर्वी खंड-7, तल-6,  
East Block-7, Level-6,  
रामकृष्णपुरम/R.K. Puram,  
नई दिल्ली/New Delhi-110066  
दिनांक/Dated... 4.11.2020..

To

All Liaison Officers (Hindi)/ Administrative Officer  
All the Ministries, Departments of Govt. of India and  
Nationalised Banks/ PSUs/Corporations/Autonomous Bodies etc.  
New Delhi/Jaipur/Deoli/Chandigarh/Jammu.

**Subject: Organisation of Long term online/regular Hindi Prabodh,  
Praveen, Pragya and Parangat classes for the session  
January -May 2021 under Hindi Teaching Scheme, Deptt of  
Official Language, MHA**

Sir/Madam,

As per the Orders dated 27 April 1960 issued by the Hon. President of India, it is mandatory for all the Officers/employees of all Central Government Offices/Undertakings/Banks etc to obtain in service Hindi language training.

In pursuance of the above cited order, the new session for Hindi Prabodh, Praveen, Pragya and Parangat classes will commence from 4 Jan 2021 at 10.00 A.M. Kindly send the details of the nominated officials of your office filled in the enclosed prescribed proforma (Annexure-I) in duplicate, by 31<sup>st</sup> December 2020.

In view of COVID - 19 and in pursuance of MHA guidelines issued from time to time, the Hindi classes for Jan-May 2021 session will be conducted online/regular mode.

Eligibility of the candidates for Prabodh, Praveen, Pragya and Parangat courses is as follows :-

...2

1 Objects	2 Name of the course	3 Eligibility	4 Duration & Examination	5 Incentives
<p>The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindilanguage, Hindi typing &amp; Hindi stenography to all personnel of the Government of India and Public Sector Undertakings, Corporations, autonomous bodies and Nationalized Banks, Financial institutions, Apex Banks and Autonomous Organizations etc. who do not possess the working knowledge of Hindi and for whom it is compulsory.</p>	Prabodh	<p>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, Mizo, Manipuri or English are eligible for admission to Prabodh course.</p>	<p>The course duration is for 05 months. Alternate days 2.00 hours or Daily 01 hour.</p> <p>Classes will commence from 4th January 2021.</p> <p>Examination will be held in the month of May 2021.</p>	<p>Candidates who pass this examination will get cash award vide OM No. 21034/66/2010 OL(Training) dated 29<sup>th</sup> July, 2011. The expenditure incurred on this will be borne by the department concerned.</p>
	Praveen	<p>This course is intermediate course 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 class level and whose mother tongue is Marathi, Gujrati, Bangla, Assamese, Oriya, Nepali, Konkani, Bodo or Santhali are eligible for admission to this Praveen course.</p>	-do-	-do-
	Pragya	<p>This course is equivalent to High School level Hindi. The officers / employees who have passed Praveen course or who do not possess knowledge of Hindi up to the level of Matric and whose mother tongue is Urdu, Sindhi, Punjabi, Pato, Kashmiri or Dogri may seek admission to Pragya course.</p>	<p>Course duration of Pragya is 5 months. 45 mins daily or 1.30 hours alternate days. Classes will commence from 4th January 2021 Examination will be held in the month of May 2021.</p>	-do-
	Parangat	<p>This course is for all those officials who possess the working knowledge of Hindi</p>	<p>The course duration is for 05 months. Alternate days 2.00 hours or Daily 01 hour. Classes will commence from 4<sup>th</sup> January 2021 Examination will be held in the month of May 2021.</p>	<p>The cash award matter is under consideration of the Department.</p>

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 compulsorily 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, Scientist, Nurses, Supervisory Staff in Workshops and laboratories etc.) are compulsorily required to undergo training upto PRAVEEN Course.
- The Central Government Employees/Officers who have to do ministerial work, record notes or deal with correspondence are compulsorily required to undergo training upto PRAGYA Course.
- Parangat course is for all those officials who possess the working knowledge of Hindi.
- As per OM No. 14034/30/2009-OL(Trg.) dated 6<sup>th</sup> January, 2010 of Dept. of Official Language it is decided that the personnel who are converted to 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 exams they may also be awarded all kinds of cash incentives like cash award and Personal Pay.

1. REGISTRATION OF TRAINEES

- Details of Hindi PRABODH, PRAVEEN, PRAGYA & PARANGAT Trainees will be uploaded on the Training Pranali (system) developed by Deptt. of Official Language by all the Assistant Directors/ Hindi Pradhayapaks for registration of Trainees.
- All the Assistant Directors/Pradhayapaks must ensure that the details uploaded by them on the Training Pranali (system) is absolutely correct. Last date for uploading the data will be informed to the Assistant directors/ Hindi Pradhayapaks well in advance by this Office.
- All the Assistant directors/Pradhayapaks will inform The Deputy Director (NC) through E-mail soon after uploading the details on the Training Pranali (system). The details of the candidates can not be uploaded after the last date.

2. Examination and Examination related Rules

- The Examination for all these courses will be conducted in the Month of May 2021.
- The details of all the trainees (whether appearing regular or private) filled in the prescribed proforma (Annexure-III) should reach the O/O Dy. Director (N.C), Hindi Teaching Scheme, East Block-7, level-6, R.K. Puram, New Delhi-110066 by 15 February 2021.

3. Examination Fee

- No fee for Central Govt. Employees.
- Examination fee of Rs 100/- per candidate is payable for regular/ private candidates of Undertaking, Banks, Autonomous bodies etc., of Govt of India.
- No Examination Fee for Parangat candidates.

**4. Payment of Examination fee:-**

- Examination Fee of Rs. 100/- per candidate is payable through Demand Draft in favour of Dy. Director (Exams) Hindi Teaching Scheme, New Delhi, by all the Regular and Private candidates of Undertakings, Corporations, Banks, Autonomous Bodies of Govt. of India.
- It is mandatory to upload the details of demand draft in Training Pranali (System). Only then it will be accepted (confirmed) by Examination Wing and the admission card ( hall ticket) of the candidates will be issued.
- Examination Fee can also be paid ONLINE on the websire of State Bank of India [www.onlinesbi.com](http://www.onlinesbi.com). **Online fee payment receipt must be sent to Deputy Director (exams), Hindi Teaching Scheme, New Delhi.**

**5. Supplementary examination:-**

- Examinee declared failed in either paper of PRABODH/PRAVEEN/PRAGYA or PARANGAT Examination held in November 2020 can re-apply for the Supplementary Examination to be held in the month of May 2021, mentioning the Roll no of November 2020 examination. The examinee will also mention the Question paper for which he/she is taking up the Supplementary Examination.
- An Examination fee of Rs.10/- is compulsory for the candidates of Undertakings, Corporations, Autonomous bodies, Banks etc., of Govt. of India, for appearing in the **Supplementary Examination.**

**6. Text Books:**

- Text books for the courses will be provided free of cost to all the trainees by this office.

**7. Incentives**

- On passing the prescribed last course of Hindi Teaching Scheme and on fulfilling the Terms and Conditions of the Deptt. of Official Language, Ministry of Home Affairs, the Personal Pay equal to the amount of one increment for the period of 12 months will be granted to the Central Govt. Employees.
- Actual bus/train fare is admissible to attend the classes if the trainee travels more than 1.6 kms.
- After passing the Hindi Prabodh, Praveen, Pragya examination and on fulfilling the prescribed terms and conditions of the Deptt. of Official Language, Ministry of Home Affairs, cash awards are granted to the candidates by the concerned office as per the table given below:-

(Vide O.M. No. 212820/66-O.L(Training) Dated 29 July 2011)

S.No.	Course	Percentage of marks		
		55%	60%	70%
1	Prabodh	Rs. 400/-	Rs. 800/-	Rs. 1600/-
2	Praveen	Rs. 600/-	Rs. 1200/-	Rs. 1800/-
3	Pragya	Rs. 800/-	Rs. 1600/-	Rs. 2400/-

#### 8. Attendance in the Classes

- As per the O.M. 12014/1/74-Hindi/1/ dated 19.02.1976 and O.M. No. 12044/1/74-O.L.(D) dated 11.03.1985 it is mandatory for all the nominated officials to attend the classes regularly and appear in the examination after completion of the course.
- Every month the Internal Assessment marks are given by the Pradhyapak/incharge of the centre on the basis of the Trainee's attendance in the class, his/her written work and verbal communication.

#### 9. Opening of New Training Centres

- **If any Deptt./Office is interested in starting classes in their office then it may be ensured that a minimum of 15 to 20 Trainees be nominated for each course. For this purpose a proper proposal must be sent to this office before 15/12/2020 for further needful action.**

#### 10. Important

- The Administrative Heads of the Ministries/Deptts./Undertakings/Banks/Corporations etc are requested that they should nominate maximum number of yet -to be- trained employees for language training courses so that the target fixed by the Deptt. of Official Language may be attained by 2025. Your co-operation in this regard will be highly appreciated.
- It should also be ensured that all the nominated trainees fill up the Examination form, attend the classes regularly & appear for the examination.
- All the Ministries etc. are requested to circulate this letter to their attached and subordinate offices.
- A list of part time & regular training centers under this office is enclosed in Annexure- II for ready reference. Administrative Heads are requested to nominate their employees.
- Instructions issued in this letter regarding Hindi training will also be applicable for all the offices located in NCR, Faridabad, Gurgaon, Noida, Greater Noida and Ghaziabad etc.

Office Address/Contact Details

Office of the Dy. Director(NC),  
Hindi Teaching Scheme,  
East Block-7, Level-6, R.K. Puram,  
New Delhi-110066.  
Ph.: 011-26175246, 011-26191572

Mrs.Kamlesh Bajaj Dy. Director E-mail- <a href="mailto:ddhts-nc-dol@nic.in">ddhts-nc-dol@nic.in</a> Mob: 9868833938		Sh. Jitendra Kumar Singh Asstt. Director Mob.: 9560213089 Ph. 26176055 E-mail- <a href="mailto:chti1148@nic.in">chti1148@nic.in</a>
<b>Hindi Pradhyapak</b>	<b>Mobile No</b>	<b>E-mail address</b>
1. Smt. Neepta Sharma (New Delhi)	9899989821	E-mail <a href="mailto:chti1227@nic.in">chti1227@nic.in</a>
2. Sh. Asha Ram (New Delhi)	9136237393	E-mail <a href="mailto:chti1256@nic.in">chti1256@nic.in</a>
3. Sh. Raj Kumar Balmiki(New Delhi)	9971953257	E-mail <a href="mailto:chti1240@nic.in">chti1240@nic.in</a>
4. Smt. Secma Rani(New Delhi)	9990197892	E-mail <a href="mailto:chti1267@nic.in">chti1267@nic.in</a>
5. Smt Shobha Kujur(New Delhi)	9840349234	E-mail <a href="mailto:chti1270@nic.in">chti1270@nic.in</a>
6. Smt. Sunita Yadav(New Delhi)	9654009808	<a href="mailto:chti1284-dol@gov.in">chti1284-dol@gov.in</a>
7. Rajesh Kumar Meena(Jaipur)	09460474143	E-mail <a href="mailto:chti1177@nic.in">chti1177@nic.in</a>
8. Mahesh Meena(Deoli, Rajasthan)	09508155071	<a href="mailto:Maheshgudli007@gmail.com">Maheshgudli007@gmail.com</a>
9. Yet to be posted (Jamma)	---	-----
10. Smt. Urmila Saini(Chandigarh)	8279230752	<a href="mailto:chti1278dol@gov.in">chti1278dol@gov.in</a>

All the Head of the Departments are requested to send the full Office Address alongwith Telephone Number / Fax Number and E-mail id for future correspondence.

Kindly visit the official website of Department of official Language [www.rajbhasha.gov.in](http://www.rajbhasha.gov.in) to know more about the new Parangat Course.

Yours faithfully,

*KB*  
*4/11/2020*

(Kamlesh Bajaj)  
Deputy Director (NC)

Endorsement No. 3/8/2019-DD(NC)/

Dated:

Copy forwarded:-

1. Director, Central Hindi Training Institute, Pt. DeenDayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
2. Joint Director, Central Hindi Training Institute, Pt. DeenDayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
3. Dy. Director (Implementation), Deptt. of Official Language, Ministry of Home Affairs, New Delhi.
4. **All Hindi Pradhyapak, Hindi Teaching Scheme, New Delhi, are hereby directed to do intense liaison work in all the offices and Departments within their range, organize the classes and submit their liaison work report to the undersigned by 31.12.2019.**
5. Dy. Director (Typing/Shorthand), Central Hindi Training Institute, 2-A, Prithviraj Road, New Delhi.
6. Dy. Director (Typing/Shorthand), R.K. Puram, New Delhi.
7. Officer in overall charge, Hindi Teaching Scheme, Jammu, Chandigarh and Jaipur/Deoli(Rajasthan).
8. Assistant Director (Typing/ shorthand), Research and Analysis unit, Central Hindi Training Institute, Pt. DeenDayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi-03, with the request that arrangement may be done to upload this circular in the Dept's official website.
9. Asstt. Director in charge, Short time intensive training, CHTI, 2-A Prithviraj Road, New Delhi-11
10. Asstt. Director in charge, Correspondence Course(Language), CHTI, 2-A Prithviraj Road, New Delhi-11

(Kamlesh Bajaj)  
Deputy Director (NC)





**Hindi Training Centers under the Office of the Dy. Director (NC)**  
**Session Jan-May 2021**

S.No	Name of Training Centre	Phone No.
1.	Hindi teaching scheme, Level-6, East Block -7 R. K. Puram, New Delhi-66( Conference Hall)	011- 26175246
2.	Border Road Organization, Ring Road, New Delhi	011-25687114
3.	Union Public Service Commission (UPSC), Shahajahan Road, New Delhi.	011-23098591/4558
4.	Office of the Air Force Records, Subroto Park, New Delhi.	011-2569755/7529
5.	Tihar Jail, Tihar Jail Campus, Lajwanti Garden, New Delhi.	011-25615203
6.	Air Force Station, Tughlakabad, New Delhi	
7.	S.S.B., 25 <sup>th</sup> Bn. Ghitorani, New Delhi	
8.	Lady Harding Medical College, New Delhi	011-23456396
9.	Ram Manohar Lohiya Hospital, New Delhi.	
10.	National Agriculture research Institute, Pusa Campus, New Delhi.	
11.	Sports Authority of India, J.L.N. Stadium, New Delhi	
12.	National Science Centre, New Delhi	
13.	National Institute of Technical Training, office of The Accountant General, sector 17, Chandigarh	
14.	Central Industrial Security Force (CISF) 12 Wing, Air force Station Chandigarh	
15.	I.T.B.P Bhamu, Chandigarh	
16.	C.R.P.F Lalvas Jaipur ( Rajasthan)	
17.	B.S.F Labana Camp Jaipur	
18.	C.I.S.F Aamer	
19.	Delhi Police Training School , Sector-9, Dwarka, New Delhi.	
20.	Delhi Police Training School , Jharondha Kalam, New Delhi.	
21.	III-CL, Kidwai Nagar, New Delhi	
22.	31 Battalion CRPF, Mayur Vihar, Phase-3 New Delhi-110091	
23.	National Housing Bank, Lodhi Road, New Delhi	
24.	BSF, Chawla, New Delhi	
25.	Archeological Survey of India, Tilak Marg, New Delhi	

उप निदेशक का कार्यालय (मध्योत्तर)  
हिंदी शिक्षण योजना, नई दिल्ली

प्रशिक्षार्थी विवरण का प्रपत्र

प्रशिक्षण केंद्र का नाम:

प्रशिक्षण सत्र :

कक्षा का नाम/दीर्घकालिक भाषा प्रशिक्षण:

प्रशिक्षार्थी का नाम (हिंदी में):	Name of the Candidate: (IN BOLD LETTERS)
लिंग (सत्री/पुरुष/ अन्य)	Gender (M / F/ other)
पिता/पति का नाम:	Father's/ Husband name:
प्रशिक्षार्थी का पदनाम :	Designation:
मातृभाषा:	Mother tongue:
हिंदी भाषा में ज्ञान का स्तर:	Knowledge of Hindi :
मंत्रालय का नाम:	Name of Ministry:
विभाग का नाम :	Name of Department:
नामित करने वाले अधिकारी का नाम तथा पदनाम:	Name & Designation of the Nominating officer:
कार्यालय का पूरा पता : ईमेल/दूरभाष:	Full office address With Email/ phone:
परीक्षा शुल्क भरने का बैंक विवरण: Bank details of Examination Fees:	
प्रशिक्षार्थीका दूरभाष/मो. Candidate's Phone/mob.	
प्रशिक्षार्थीका ई मेल : Email id of the Candidate :	
आधार सं: Adhaar No.	

दिनांक :

प्रशिक्षार्थी के हस्ताक्षर

Note: Please fillup this proforma in bilingual.