

Tele & Fax: 011-23017203

No: -19015/1/2021-22 CC./CHTI. /

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

2-A, Prithviraj Road,
New Delhi-110011

Dated- 25.6.2021

To

1. All Ministries / Departments / Affiliated / Subordinate Offices of the Government of India.
2. Head of Department, All Public Establishments / Undertakings/ Corporations/ Enterprises / Autonomous / Statutory Bodies and Nationalized Banks etc.

Subject: -Hindi Prabodh, Praveen and Pragma Correspondence online Courses under Central Hindi Training Institute Session-JULY -2021 to May-2022(32nd Session.)

Madam/Sir,

In view of Covid-19 pandemic the Official Language Department Letter No. 140/12/2020 dated July 23, 2020 instructions given under (Training) a new online session of Hindi Prabodh, Praveen and Pragma training courses will be started from 1st August 2021 by correspondence under Central Hindi Training Institute. The eligibility of the trainees for the training programs should be determined as follows -

Training courses & session	Objectives	Duration & Last Date of Application	Eligibility	Incentives
32 nd session of the Correspondence Courses of Prabodh, Praveen and Pragma (From July, 2021 To May 2022)	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 <u>31st July 2021</u>	The officers/employees who are eligible to get admission in Prabodh, Praveen and Pragma course under Hindi Teaching Scheme but cannot avail the facility of Hindi training due to the non-availability of training centers at their place of posting or some other reason. Please see ANNEXURE-I for detailed information regarding eligibility	Candidates who pass these examinations through correspondence courses are deemed to have passed the examination by their own efforts as per OM No.19015/4/91-CHTI/12256 dated 15.05.1991. Such candidates if otherwise eligible will get cash award as per OM No.21034/66/2010-OL (Training) dated 29 July, 2011. 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		
	More than 55% but less than 60%	More than 60% but less than 70%	More than 70%
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- The personal pay equal to the amount of one increment for a period of 12 months is granted to the Central Government officers/employees on passing the Hindi Prabodh/Praveen or Pragya course whichever has been prescribed as a final course of study for the trainee.

Admission Procedure - Applications sent in the prescribed proforma (Annexure-2), duly filled up in English and Hindi will only be considered for admission. After ensuring eligibility, the applications of the eligible officers/employees may be forwarded to this office by 31st July 2021 on the following address-

**Deputy Director
Correspondence Course Wing (Language)
Central Hindi Training Institute,
2-A, Prithvi Raj Road,
New Delhi-110011.**

Email-adptracharchti-dol@nic.in

All the Head of the Department of various offices and departments are hereby requested to nominate maximum number of officers/employees for this language training for upcoming session i.e. 2021-22. 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.

Contact Person –

Name and Address of the office	Name of the Assistant Directors	Tele/ Mobile No.
Deputy Director Central Hindi Training Institute, Language Correspondence Course Wing, 2-A, Prithviraj Road, New Delhi. 110011	Mrs. Pratibha Malik Ms. Krishna Devi	011- 23017203(OFF) Mob;7982905394 Mob;9871608537

Due to Covid-19 Prabodh, Praveen and Pragya Kits and Response Sheets will not be sent by post. Hence the above-mentioned Kits and Response Sheets can be obtained by the link provided below

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

In addition, trainees may take help of LILA-Rajbhasha Mobile App which is available in 14 Indian languages addition to English.


(DR. Barun Kumar)
Director

Copy forwarded for information and necessary action to-

1. All Ministries / Departments etc. of Government of India.
2. Office of the Comptroller and Auditor General of India, ITO, New Delhi.
3. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
4. Staff Selection Commission, CGO 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, Copernicus Marg, New Delhi.
9. Central Administrative Agency, Copernicus Marg, New Delhi.
10. Administrator, All Union Territories.
11. All the attached and subordinate offices of the Department of Official Language, Ministry of Home Affairs.
12. Chairman of all city Official Language Implementation Committees (as per mailing list).
13. Joint Director (Headquarters), Central Hindi Training Institute,
14. All Deputy Directors, Hindi Teaching Scheme.
15. All OIOC, Hindi Teaching Scheme.
16. Rajya Sabha / Lok Sabha Secretariat, New Delhi.
17. Army (Headquarters), Navy (Headquarters) and Defense Training Center.
18. CRPF (Headquarters), ITBP (Headquarters), RAF (Headquarters) and their training centers.
19. Director (Implementation), Director (Policy), Director (Technical), Director (Service), Director (Research), Department of Official Language, Ministry of Home Affairs, NDCC Bhawan-II, 4th Floor, Jai Singh Road, New Delhi. Director (Research) is requested to arrange for the above to be published in Rajbhasha Bharati.
20. Director Central Hindi Directorate, West Block-7, Ramakrishna Puram, New Delhi.
21. Director (Official Language), Railway Board, Rail Bhawan, New Delhi.
22. Director (Official Language), Dak Bhawan, New Delhi.
23. General Secretary, Central Secretariat, Hindi Council, XY 68, Sarojini Nagar, New Delhi.
24. Assistant Director (Typing/shorthand), 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
25. 50 additional copies.


(DR. Barun Kumar)
Director

DETAILED INFORMATION REGARDING LANGUAGE CORRESPONDENCE COURSES

Eligibility— The correspondence wing of Central Hindi Training Institute facilitates training for three courses named Prabodh, Praveen and Pragya. The eligibility for admission in these courses is as under: -

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, Malyalam, Telgu, Mizo, Manipuri or English are eligible for admission to Prabodh Course.	This course is an Intermediary 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 Assamese, Oriya, Gujrati, Bangla, Marathi, Bodo, Dogri, Maithali, Sindhi, , Santhali, Nepali, are eligible for Admission to Praveen Course.	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, Punjabi, Pasto, Kashmiri may seek admission to Pragya Course.

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, and 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 exams they may also be awarded all kinds of cash incentives like cash award, advance increment etc.

Age Limit-

There is no 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 kindly ensure that the employees sponsored for the training should regularly send their solved response sheets for evaluation to this Institute.

EXAMINATION FEES- Along with the nomination form exam fee should pay in the favor of the Deputy Director (Exam), Hindi Teaching Scheme. The personnel of corporations/ autonomous bodies/ companies/ banks/ boards/ organization's 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- Rs.100/-per trainees

Praveen- Rs.100/-per trainees

Pragya - Rs.100/-per trainees

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.2022 Candidate will be declared successful only after obtaining minimum 35 marks.

Note: It will be mandatory for all the sponsoring offices to send full details of the nominated trainees in Excel Sheet in Hindi and English.

Trainees can directly register Online through Chti-Website (online registration -hindi language correspondence)

Note –

1. The details regarding payment of examination fee online are given on page – 8.
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. 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 only for that paper in the exams held in November 2022. If he fails only 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 ` 10/- in favour of DD(Exam), Hindi Teaching Scheme, New Delhi as examination fee.
4. Candidates, who could not appear in the examination or fail in more than one paper in the exam held in the month of May, 2022 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.
5. 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) dated 9.5.2016 on our website www.chti.rajbhasha.gov.in
6. In view of the situation arising out of the Kovid-19 epidemic, the personal contact program (PCP) of the new online session of Hindi Prabodh, Praveen and Pragya training course by correspondence under the Central Hindi Training Institute in the future (Online) Online Digital Contact Program (DCP)) Will be held.

Language Correspondence Wing, Central Hindi Training Institute
Nomination Form

Please ✓ Nature of the Office: - Ministry/ Department/ Attached/ Subordinate office/ Corporation/ Board/ Institute/ Bank/ Company/ Board/ Organisation.

1	Name of course (in capital letters)	
2	Name of candidate in Hindi Name of candidate in English	
3	Father/husband's name in Hindi Father/husband's name in English	
4	Name of post of applicant	
5	Applicant's E-mail ID. (In capital letters)	
6	Mobile Number of applicant	
7	Mother Tongue	
8	Sex	स्त्री(female)/पुरुष(male)/अन्य(other)
9	Educational Qualification	
10	Up to which strata/class Hindi studied?	
11	Name and designation of controlling officer/nominating authority with Email and Mobile No.	
12	Office address in Hindi/English	
13	Examination fee draft/online payment receipt No. with date(if applicable)	

(Signature of the Applicant)

CERTIFICATE OF THE CONTROLLING AUTHORITY

(Please ensure fulfillment of eligibility conditions before signing the certificate)

Certified that Mr./Mrs/Ms..... 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
2021-2022

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

Date: ___/___/___

Procedure of submitting online Examination fee-

The examination fee may be deposited online on the website of State Bank of India: website www.onlinesbi.com. It is compulsory to send the copy of the acknowledgement receipt of the payment made online along with nomination form. To deposit examination fee for Prabodh, Praveen and Pragma through online procedure, these are the steps to follow.

1. Got to state Bank of India's website [www. onlinesbi.com](http://www.onlinesbi.com) then click on state Bank Collect on the sub-headings and accept all the terms and conditions.

2. On state Bank Collect select- All India then select state Bank Corporate/Institution hear select Govt. Department and click go

3. Then select HINDI TEACHING SCHEME, D/o OFFICIAL LANGUAGE. MHA in Govt. Department Name and click submit button.

4. In 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 2020.

5. After completion of this form click on SUBMIT. After submitting Confirm it and make the Payment.

6. After making Payment print the Receipt and attached with the nomination form and sent to Deputy Director, CHTI,2A,Prithviraj Road,New Delhi 110011

Details of NEFT Process -2

उपनिदेशक परीक्षा (DD EXAM) चालू खाता (Current Account) संख्या- 35148065018 भारतीय स्टेट बैंक (SBI), शाखा, केंद्रीय सचिवालय, नार्थ ब्लॉक, नई दिल्ली में है। इस बैंक का IFSC कोड - SBIN0000625 तथा MICR कोड - 110002014 है।