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संख्या/38/2019-DD(NC)/608 to 627

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-11006

दिनांक/Dated 01.06.2021

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  
July -November 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 1<sup>st</sup> July 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 30<sup>th</sup> June 2021.

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

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



1 Objects	2 Name of the course	3 Eligibility	4 Duration & Examination	5 Incentives
The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindilanguage, 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	Prabodh	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.	The course duration is for 05 months. Alternate days 2.00 hours or Daily 01 hour.  Classes will commence from 1 <sup>st</sup> July 2021.  Examination will be held in the month of November 2021.	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.
	Praveen	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, Gujarati, Bangla, Assamese, Oriya, Nepali, Konkani, Bodo or Santhali are eligible for admission to this Praveen course.	-do-	-do-
	pragya	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, Pasto, Kashmiri or Dogri may seek admission to Pragya course.	Course duration of Pragya is 5 months. 45 mnts daily or 1.30 hours alternate days. Classes will commence from 1 <sup>st</sup> July 2021 Examination will be held in the month of November 2021.	-do-
	Parangat	This course is for all those officials who possess the working knowledge of Hindi	The course duration is for 05 months. Alternate days 2.00 hours or Daily 01 hour. Classes will commence from 1 <sup>st</sup> July 2021 Examination will be held in the month of November 2021.	Candidates who pass this examination will get cash award vide OM No. 21034/69/2008/ OL(Training) dated 21.12.2020. (Annexure-III) The expenditure incurred on this will be borne by the department concerned.



**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 posses 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 Pradhyapak for registration of Trainees.
- 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 November 2021.
- The details of all the trainees (whether appearing regular or private) filled in the prescribed proforma (Annexure-II) should reach the O/O Dy. Director (N.C), Hindi Teaching Scheme, East Block-7, level-6, R.K. Puram, New Delhi-110066 by 30th June 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).
- Examination Fee can also be paid ONLINE on the website 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. Text Books:

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

#### 6. 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 and Parangath 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/-
(vide OM no21034/69/2008/OL(trng)dated 21.12.2020 ).(Annexure-III)				
4	Parangath	Rs 4000/-	Rs. 7000/-	Rs 10,000/-



7. 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 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. Getting Pass marks in internals is mandatory .

8. 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 15/06/2021 for further needful action.**

9. Important

- The Administrative Heads of the Ministries/Depts./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.



**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- [ddhts-nc-dol@nic.in](mailto:ddhts-nc-dol@nic.in)  
Mob: 9868833938

Sh. Jitendra Kumar Singh  
Dy. Director  
Mob.: 9560213089  
Ph. 26176055  
E-mail- [chti1148@nic.in](mailto:chti1148@nic.in)

Hindi Pradhyapak	Mobile No	E-mail address
1. Dr P.V.Radhika(New Delhi)	9444622262	<a href="mailto:chti1185@nic.in">chti1185@nic.in</a>
2. Smt. Neepta Sharma (New Delhi)	9899989821	<a href="mailto:chti1227@nic.in">chti1227@nic.in</a>
3. Sh. Asha Ram (New Delhi)	9136237393	<a href="mailto:chti1256@nic.in">chti1256@nic.in</a>
4. Sh. Raj Kumar Balmiki(New Delhi)	9971953257	<a href="mailto:chti1260@nic.in">chti1260@nic.in</a>
5. Smt. Seema Rani(New Delhi)	9990197892	<a href="mailto:chti1267@nic.in">chti1267@nic.in</a>
6. . Smt Shobha Kujur(New Delhi)	9840349234	<a href="mailto:chti1270@nic.in">chti1270@nic.in</a>
7. Smt. Sunita Yadav(New Delhi)	9654009808	<a href="mailto:chti1284-dol@gov.in">chti1284-dol@gov.in</a>
8. Rajesh Kumar Meena(Jaipur)	09460474143	<a href="mailto:chti1177@nic.in">chti1177@nic.in</a>
9. Mahesh Meena(Doli, Rajasthan)	09508155071	<a href="mailto:Maheshgudli007@gmail.com">Maheshgudli007@gmail.com</a>
10. Shri. Kamamjeet (Jammu)	6005284842	<a href="mailto:chti1253@nic.in">chti1253@nic.in</a>
11. 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,

(Kamlesh Bajaj)  
Deputy Director (NC)

Endorsement No. 3/8/2019-DD(NC)/ 608 - 627 Dated: 01-06-2021

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 Pradhyapaks.
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)



## ANNEXURE - I

### Nomination form

S.N.	Name of Officer/Employee	Designation	Mother-tongue	Course for which Nominated	Nearest Training Centre	Office address & Ph. No.	Total No. of Employees

Signature \_\_\_\_\_

Name and designation of nominating officer \_\_\_\_\_

(With Seal)

Name and Full address of office with telephone number

E-mail ID: JOURNAL@IITRRI.ORG OR IITRRI@JOURNAL.ORG



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

## प्रशिक्षार्थी विवरण प्रपत्र

Regular/Private/correspondence (Please tick the appropriate mode)

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 (स्त्री/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.	
प्रशिक्षार्थी का ई मेल/Email id of the Candidate:	
आधार संख्या/Adhaar No.	

दिनांक:

प्रशिक्षार्थी के हस्ताक्षर

Note: Pl fill up this form in bilingual



सं. 2/034/60/2008-स.भा. (प्रति.)

भारत सरकार

गृह मंत्रालय

संस्कृत विभाग

नई दिल्ली, दिनांक: 21 दिसम्बर, 2020

कार्यालय सचिव

वित्तीय वर्ष 2021-2022 से केंद्र सरकार के कार्मिकों को सरकारी काम-काज राजभाषा हिंदी में करने में दक्ष बनाने हेतु अभ्यास आधारित नए पाठ्यक्रम "भारंगत" के अधीन प्रस्तावित मानदंडों (प्रदर्शक) लागू करने के संबंध में।

केंद्र सरकार के कार्मिकों को सरकारी काम हिंदी में करने में दक्ष बनाने हेतु राजभाषा विभाग के अधीनस्थ कार्यालय केन्द्रीय हिंदी प्रशिक्षण संस्थान द्वारा "भारंगत" पाठ्यक्रम का प्रशिक्षण आरंभ किया गया है। वित्तीय वर्ष 2021-22 से "भारंगत" पाठ्यक्रम को व्यापक व लोकप्रिय बनाने के लिए केंद्र सरकार के कार्मिकों को भारंगत प्रशिक्षण कार्यक्रमों की उतीर्ण होने पर निम्नलिखित प्रकारका प्रोत्साहन एवं पदम काटने का विशेष लिया गया है -

(क) 55% से 59% अंक प्राप्त करने पर	4000/- रु.
(ख) 60% से 69% अंक प्राप्त करने पर	7000/- रु.
(ग) 70% से अधिक अंक प्राप्त करने पर	10,000/- रु.

2. उपरोक्त प्रोत्साहन संबंधी वित्तीय खाते को संबंधित मंत्रालय/विभागों को भी तहज़ीब करना होगा।

3. यह कार्यालय सचिव वित्त मंत्रालय धन्य विभाग की सहमति से उनके दिनांक 17.12.2020 की अतिआवृत्ति दिवसी संख्या 14(2) दिनांक 20/12/20 (1526920) के अनुसार जारी किया जा रहा है।

20/12/20  
( आनंद कुमार )  
निदेशक (प्रति.)

संदर्भ में,

1. भारत सरकार के सभी मंत्रालय/विभाग (सहायक सूची के अनुसार)
2. निजीयता आयोग, नई दिल्ली।
3. संघ सेवा सेवा आयोग, नई दिल्ली।
4. केन्द्रीय सेवा सेवा आयोग, नई दिल्ली।
5. भाषा के नियंत्रक तथा महासेखा प्रीक्षक, नई दिल्ली।

.....अधी