

दूरभाष : 26175246
Phone : 26176055
26175176
फैक्स : 26191574
Fax : 26191572

संख्या/No.

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.....07/11/16.....

To

All Liaison Officers (Hindi),
Head of office/ Administrative Officer/Hindi Officer (Official Language)
All the Ministries, Govt. of India /Departments/Nationalised Banks /Undertakings/
Corporations/Public Bodies etc.
Delhi/New Delhi/NCR Delhi.

Sub: Organisation of Long term Hindi Prabodh, Praveen, Pragma and Parangat classes for the session January-May, 2017 under Hindi Teaching Scheme.

Sir/Madam,

The new session of Hindi Prabodh, Praveen, Pragma and Parangat classes under Hindi Teaching Scheme will commence from 2nd January 2017 at 10.00 hrs. in the morning. Kindly send nomination list of officials in duplicate by 15th Dec. 2016 in the enclosed nomination form .

Eligibilities of the candidates for Prabodh, Praveen, Pragma and Parangat courses are as follows:-

1	2	3	4	5
Objects	Name of the course	Eligibility	Duration & Examination	Incentives
The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindi language, Hindi typing & Hindi stenography to all personnel of the Government of India and Public Sector Undertakings, Corporations,	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, Malyalam, Telugu, Mizo, Manipuri or English are eligible for admission to Prabodh course.	The course duration is 05 months. Alternate days 2.00 hours. Daily 1.25 hours. Examination will be held in the month of may 2017. Classes will commence from 2nd January 2017.	Candidates who will pass this examination will get cash award vide OM No. 212828/66 OL(Training) dated 29 th July, 2011. The expenditure incurred on this will be borne by the department concerned.

.....2/-

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.	Praveen	This course is an intermediately and equalant 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 Marathi, Gujrati, Bangla, Assamees, Oriya, Nepali, Konkani, Bodo or Santhali are eligible for admission to Praveen course.	-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 one hour daily or two hours alternate days . Classes will commence from 2nd January 2017.
	Parangat	This course is for all those officials who possess the working knowledge of Hindi.	-do-

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, Scientist, Nurses; Supervisory Staff in Workshops and laboratories etc.) are required the training upto PRAVEEN Course.
- The Central Government Employees/Officers who have to do ministerial work, record notes or deal with correspondence are 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 6th January, 2010 of Deptt. Of Official Language it is decided that the personnel who are converted in 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, advance increment etc.

2. Examination

- The Examination for all these courses will be conducted in the month of May, 2017.
- Duly filled application forms must be received in this office by 15-02-2017.

3. Examination Fee

- Rs. 100/- per candidate Examination fee Payable for the regular and Private candidates of undertakings and banks, corporations etc in favour of Dy. Director, Hindi Teaching Scheme New Delhi . As a Bank Draft .
- No Examination fee is required for Parangat examination.

4. Examination Rules

- Candidate appearing in these Examinations must fill up the examination form in bilingual.
- Bilingual filled Examination form and Nominal Role in duplicate should reach in the office of Dy. Director (N.C) East Block-7, level-6, R.K. Puram, New Delhi-110066 by 15.02.2017.

5. Books

- Text books will be provided free of cost to all the trainees.

6. Incentives

- On fulfilling the conditions as per Deptt.of Official Language, Ministry of Home Affairs the personal Pay equal to the amount of one increment for the period of 12 months is granted to the Central Govt. Employees on passing the prescribed last course of Hindi Teaching Scheme.
- Actual bus/train fare is admissible to attend the class if the trainee travels more than 1.6 kms.
- After passing the Hindi Prabodh, Praveen, Pragya examination and fulfilling the prescribed terms and conditions the 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/-

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 obligatory for all the nominated officials to attend the classes regularly and to 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 attendance in the class, writing work and conversation.

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8. Opening of New class

- If any Deptt./office is interested to start a class in their office premises, it should be ensured that there may be minimum 10 to 15 Trainees to be nominated for each course. For this purpose a proper proposal should be sent to this office before 15/12/2016 for needful action.

9. Special

- All the Head of departments are requested to nominate maximum number of officials/employees for the up-coming session January-May, 2017 so that the targets could be achieved by the year 2025.
- Regular attendance in the classes, filling up the examination forms and appearance in the examinations is to be ensured.
- All the Ministries etc. are requested to circulate this letter to their attached and subordinate offices.
- A list of part time & regular training centers is enclosed for ready reference.
- 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.
- All the officers/Head of the Department are requested to nominate maximum number of officials for these language courses for the session Jan. - May 2017 to achieve the target fixed by official language Deptt. By 20125.

Your active participation will be appreciable in this regard.

Contact

Dy. Director Sh. Bhupinder Singh Mob.: 9968234068 E-mail- chti1107@nic.in ddhts_nc_dol@nic.in		Assistant Director Sh. Vasudev Singh Asstt. Director Mob.: 9013496567 Ph. 26173775 E-mail- chti1124@nic.in
Office address Dy. Director(N.C), Hindi Teaching Scheme, East Block-7, Level-6, R.K. Puram, New Delhi-110066. Ph.: 26175246, 26191572		Assistant Director Sh. Jitendra Kumar Singh Asstt. Director Mob.: 9560213089 Ph. 26176055 E-mail- chti1148@nic.in
Hindi Pradhyapak	Mobile No	E-mail address
1. Smt. Sameer Trikha	9729177268	E-mail chti1156@nic.in
2. Smt. Krishna Devi	9871608537	E-mail chti1184@nic.in
3. Sh. Raj Kumar	9582854331	E-mail chti1232@nic.in
4. Smt. Neepa Sharma	9899989821	E-mail chti1227@nic.in
5. Sh. Asha Ram	9136237393	E-mail chti1256@nic.in
6. Sh. Raj Kumar Balmiki	9971953257	E-mail chti1260@nic.in
7. Smt. Seema Rani	9990197892	E-mail chti1267@nic.in
8. Preeti Singh	09417166338	E-mail chti1170@nic.in
9. Dr. Rameshwer Lal Meena	09018451848	E-mail chti1272@nic.in
10. Rajesh Kumar Meena		E-mail chti1177@nic.in

All the Head of the Departments are requested to send the full office address along with telephone number and Fax number. It will be convenient for us if you can give your E-mail address for correspondence.

Kindly visit the official website of Department of official Language www.rajbhasha.gov.in to know more about new Parangat Course.

Yours faithfully,

(Bhupinder Singh)
Deputy Director (N.C.)
chti 1107

Endorsement No. 3/8/2016-DD(NC)/

Dated:

Copy forwarded:-

1. Director, Central Hindi Training Institute, Paryavaran Bhawan, New Delhi.
2. Joint Director, Hindi teaching scheme, New Delhi.
3. Dy. Director (Implementation), Deptt. of official language, Ministry of Home Affairs, New Delhi.
4. All Asstt. Directors/ Hindi Teaching Scheme/Central Hindi Teaching Institute, New Delhi.
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, Chandigarh, Jaipur, Jammu.
8. ✓ Assistant Director (Typing/ shorthand), Reserch and Analysis unit, Central Hindi Training Institute, Paryavaran Bhawan, New Delhi-03

(Bhupinder Singh)
Deputy Director (N.C.)
chti 1107

Hindi Training Centers under the Office of the Dy. Director (N.C.)

Session – January-May 2017

S.No	Name of Training Centre	Phone No.
1.	Border Road Organization, Ring Road, New Delhi	011-25687114
2.	Central Water Commission, West Block-1, 1st Floor, Wing-4, R. K. Puram, New Delhi-66	
3.	Union Public Service Commission (UPSC), Shahajahan Road, New Delhi.	011-23098591
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.	D.M.S., Shadipur Depot, New Delhi.	011-25860820/228
7.	Air Force Station, Tughlakabad, New Delhi	
8.	S.S.B., 25 th Bn. Ghitorani, New Delhi	
9.	C.R.P.F. JharondaKalan, New Delhi	
10.	Police Training College (PTC), JharondaKalan New Delhi	
11.	Bharat Electronics Ltd., (BEL), Vaishali, Ghaziabad	0120-2894376
12.	I.G.N.O.U. ,MaidanGarhi, New Delhi	
13.	Lady Harding Medical College, New Delhi	011-23456396
14.	JawaharLal Nehru University,(JNU) New Delhi	011-26704022
15.	Indian Engineering Projects (India) Ltd., Scope Bhawan, New Delhi	011-24361666
16.	D.R.D.O. Metcoff, Bhawan, Delhi-54	
17.	Police Training school Dwarka, Sector-9, New Delhi.	
18.	Hindi Teaching Scheme, Sector-6, Gangyal, Jammu	09018451848
19.	National Technical Training Institute, Office of the A.G Sector 17, Chandigarh.	0172-2607420
20.	C.I.S.F, 12 wing, Airforce airport, Chandigarh	
21.	I.T.B.P Bhanu, Chandigarh.	
22.	C.R.P.F, Lalvas, Jaipur.	0141-238543139
23.	B.S.F, Labana camp, Jaipur.	
24.	C.I.S.F, Amer, Jaipur.	

Nomination form

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

Signature

Name and designation of nominating officer.....
(With Seal)

Name and Full address of office and including telephone number

E-mail ID.....