



भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPTT. OF OFFICIAL LANGUAGE
हिंदी शिक्षण योजना (मध्योत्तर क्षेत्र)
HINDI TEACHING SCHEME (NORTH CENTRAL REGION)

संख्या/ No.: 03/08/2022-उ.भा. (अ)/2259

दिनांक/ Date: 21/11/2022

To

All Liaison Officers (Hindi)
Head of The Departments/Administrative Officers/Hindi Officers(Rajbhasha)
All the Ministries, Departments of Govt. of India and
Nationalised Banks/ PSUs/Corporations/Autonomous Bodies etc.
Delhi/NCR/New Delhi/Rajasthan/Uttar Pradesh/Madhya
Pradesh/Bihar/Chandigarh/Punjab/Haryana/Jammu & Kashmir/Himachal Pradesh
/Uttarakhand/Chattisgarh/Jaipur/Deoli.

Subject: Organisation of Long term regular Hindi Prabodh, Praveen, Pragya and Parangat classes for the session of January-May, 2023 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 2nd January, 2023 by Hindi Teaching Scheme (NC). Kindly send the details of the nominated officials of your office filled in the enclosed prescribed proforma (Annexure-I) in duplicate, by 15th December, 2022.

In view of guidelines of MHA, the Hindi classes for January-May, 2023 session will be conducted offline.

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

.....2/-

Brief Information of Training :

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 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. for whom it is mandatory.	Prabodh	This training is an elementary course. The officers/employees whose mother tongue is Kannada, Tamil, Malayalam, Telugu, Mizo, Manipuri or English are eligible for admission to Prabodh course. Those officer/employees who do not possess primary level knowledge of Hindi, are eligible for the Prabodh Training.	The course duration is for 05 months. Alternate days 2.00 hours or Daily 01 hour 15 minutes. (Classes will commence from 2 nd January, 2023. Examination will be held in the month of May, 2023.)	Officers/employees who pass this examination will get cash award vide OM No. 21034/66/2010 OL(Training) dated 29 th July, 2011. The expenditure incurred on this will be borne by the department concerned.
	Praveen	This course is of intermediate level. The officers/employees who have passed Prabodh examination are eligible for admission to this Praveen course. The officers/employees who do not possess knowledge of Hindi even of the middle class level and whose mother tongue is Marathi, Sindhi, Maithali, Santhali, Bodo, Dogri, Nepali, Gujrati, Bangla, Assamese and Oriya may seek admission directly to this Praveen course.	-do-	-do-
	Pragya	The officers / employees who have passed Praveen course and other Non Hindi personnel whose mother tongue is Punjabi, Urdu, , Kashmiri and who do not possess knowledge of Hindi up to the level of Matric are eligible for admission to Pragya course.	Course duration of Pragya is 5 months. 1.30 hours alternate days or 45 mnts daily. (Classes will commence from 2 nd January, 2023. Examination will be held in the month of May, 2023.)	-do-
	Parangat	All Officials of all Ministries/Departments and its attached and subordinate offices of Central Government, Public Sector Undertakings/Statutory Bodies/Corporations, autonomous bodies and Nationalized Banks under the subordination or control of Central Government are eligible for this course 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 2 nd January, 2023. Examination will be held in the month of May, 2023.)	Candidates who pass this examination shall be eligible for cash award vide O.M. No. 21034/69/2008/OL(Tr ng.) dated 21.12.2020. 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, Fitter, Postmen, Telephone Operators etc.) are compulsorily required to undergo training for PRABODH Course only.
- The officers/employees 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., (e.g. Scientists, Doctors, Nurses, Supervisory Staff in Workshops and laboratories etc.) are compulsorily required to undergo training in PRAVEEN.
- The Officers/employees who have to do ministerial work, record notes or deal with correspondence are compulsorily required to undergo training in Pragma.
- Parangat course is for all those officials who possess the working knowledge in Hindi.
- As per the recommendations of 6th Pay Commission, in the OM No. 14034/30/2009-OL(Trg.) dated 6th January, 2010 of Dept. of Official Language, it is decided that the personnel of Group 'D' have been include in Group 'C', therefore by the order of April, 1960 of Hon'ble President, training of Hindi Language/Hindi Typing is mandatory for the personnel of Group 'C'. Therefore the personnel who are converted to Group "C" from Group "D" and posses the requisite educational qualification may be nominated for Hindi Prabodh/Praveen/Prayga training as per their eligibility and qualifying the prescribed exams, they may also be awarded all kinds of 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 Pradhyapaks. Hence, kindly send the details of all the trainees in the prescribed proforma so that their details could be uploaded properly.

2. Information regarding Examination:

- The Examination for all these courses will be conducted in the Month of May, 2023.
- The details of regular and private trainees as per 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 15.12.2022.

3. Examination Fee and Mode of Payment:

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

- Examination Fee is payable through Demand Draft in favour of Dy. Director (Exam) Hindi Teaching Scheme, New Delhi
- Examination Fee can also be paid ONLINE on the website of State Bank of India www.onlinesbi.com. Online fee payment receipt must be sent to Deputy Director (exam), Hindi Teaching Scheme, New Delhi.

5. Text Books:

- Text books for the courses are provided free of cost to all the trainees by Hindi Teaching Scheme.

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 Parangat examination and on fulfilling the prescribed terms and conditions, the cash awards are granted to the candidates by the concerned office as per the table given below:-

S.No.	Course	Percentage of marks		
		55% to 59%	60% to 69 %	70% or more
1	Prabodh	Rs. 400/-	Rs. 800/-	Rs. 1600/-
2	Praveen	Rs. 600/-	Rs. 1200/-	Rs. 1800/-
3	Pragya	Rs. 800/-	Rs. 1600/-	Rs. 2400/-
4	Parangat	Rs 4000/.	Rs. 7000/.	Rs 10,000/.

- For more information regarding Prabodh, Praveen and Pragya examination's cash prize please refer to O.M. No. 21034/66/2010-OL (Training) dated 29, July, 2011 of Department of Official Language and w.r.t. more information about the cash prize of Parangat Course please refer to O. M. No. 21034/69/2008 - OL (Training) dated 21 December 2020 of Department of Official Language.

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 trainee's attendance in the class, his/her written work and verbal communication. For passing the course getting Pass marks in internal is mandatory.

8. Regarding 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 20 to 25 Trainees be nominated for each course and a proper proposal must be sent to this office before 15/12/2022 for this purpose so that needful can be done.

9. 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 of their office for language training courses so that the target fixed by the Deptt. of Official Language may be achieved by 2025. Your co-operation will be highly appreciated.
- It should also be ensured that all the nominated trainees must 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.
- All the Ministries etc. are also requested to send the **Half Yearly Report** (Annexure-III) in respect of Hindi Training to this office on time.

**Name and Addresses of probable Hindi Training Centres under the Office of the Deputy Director (NC)
(Session July-November, 2022)**

Sl. No.	Training Centre
1	Hindi Teaching Scheme (NC), R. K. Puram, New Delhi -66
2	Directorate General of Border Roads, Naraina, Ring Road, New Delhi
3	UPSC, Jam Nagar House, Shahjahan Road, New Delhi
4	Tihar Jail Premises, Tihar Jail, Lajwanti Garden, New Delhi
5	Airforce Station, Tuglakabad, New Delhi
6	Bharat Electronics Limited, Vaishali, Ghaziabad
7	Indian Agriculture Research Council, Indian Agriculture Research Institute, Pusa Campus, New Delhi
8	Sports Authority of India, JLN Stadium, New Delhi
9	CGHS (Hqts.) Sector-13, R.K. Puram, New Delhi
10	National Highways Authority of India, G-5 & 6, Dwarka Sector-10, New Delhi-110075
11	Provident Fund Organisation, Bhikaji Kama Place, New Delhi-110066
12	Central Board of Secondary Education Board, Preet Vihar, Delhi-110022
13	National Institute of Food and Technology Interpreneur, Sonapat (Haryana)
14	Footwear Design and Development Institute, Sector-24 Noida
15	C-DAC, Sector-62, Noida
16	56 ASP Airforce Station, Dabua Colony, Ballabhgarh, Faridabad
17	C I S F, New Press Colony, Hardware Chowk, Ballabhgarh, Faridabad
18	National Cement and Building Material Council, Delhi-Mathura Road, Ballabhgarh, Faridabad
19	National Institute of Technical Training, Office of Accountant General, Sector-17, Chandigarh
20	Central Industrial Security Force, 12 Wing, Airforce Station, Chandigarh
21	I T B P, Bhanu Chandigarh
22	C R P F, Lalwas, Jaipur
23	Border Security Force, Labana Camp, Jaipur
24	C I S F, Aamer, Jaipur

Office Address/Contact Details

Office of the Dy. Director(NC), Hindi Teaching Scheme, East Block-7, Level-6, R.K. Puram, New Delhi-110066. E-mail- ddhts-nc-dol@nic.in		
Dr. Shobha Rani Joint Director E-mail-chti1110@nic.in Mob: 9811199782		Smt. Prathibha Malik Dy. Director Mob.: 7982905394 E-mail- chti1161@nic.in
Hindi Pradhyapak	Mobile No	E-mail address
1. Dr. P.V.Radhika (New Delhi)	9444622262	chti1185@nic.in
2. Shri Pradeep Kumar Srivastava (New Delhi)	9433135365	chti1217@nic.in
3. Smt. Neepa Sharma (New Delhi)	9899989821	chti1227@nic.in
4. Sh. Asha Ram (New Delhi)	9213107791	chti1256@nic.in
5. Sh. Raj Kumar Balmiki(New Delhi)	9971953257	chti1260@nic.in
6. Smt. Seema Rani(New Delhi)	9990197892	chti1267@nic.in
7. Smt Shobha Kujur(New Delhi)	9840349234	chti1270@nic.in
8. Smt. Sunita Yadav(New Delhi)	9654009808	chti1284-dol@gov.in
9. Smt. Poonam (New Delhi)	9306096497	chti1270@nic.in
10. Ms. Saroj Bala (New Delhi)	7976560754	chti1314-dol@gov.in
11. Sh. Rajesh Kumar Meena(Jaipur)	9460474143	chti1277@nic.in
12.Sh. Mahesh Meena (Deoli, Rajasthan)	9508155071	maheshgudli007@gmail.com
13. Sh. Kamaljeet (Jammu)	6005284842	kamaljit034@gmail.com
14. Dr. Urmila Saini (Chandigarh)	8279230752	drurmilasaini21@gmail.com

All the Head of the Departments/Liasion Officers 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 for more details .

Yours faithfully,

प्रतिभा मलिक

(Prathibha Malik)
Deputy Director

Endorsement No. 3/8/2022-H.T.S.(NC)/ 2259

Dated: 21/11/2022

Copy forwarded:-

1. Director, Central Hindi Training Institute, 7th Floor, Pt. Deen Dayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
2. Joint Director (Typing/Shorthand), Central Hindi Training Institute. 2-A, Prithviraj Road, New Delhi.
3. Dy. Director (Typing/Shorthand), 2-A, Prithviraj Road, New Delhi.
4. Dy. Director (Typing/Shorthand), R. K. Puram, New Delhi.
5. Dy. Director (Language), Karyashala/Correspondence Unit, Central Hindi Training Institute, 2-A, Prithviraj Road, New Delhi.
6. Assistant Director (Typing/ shorthand), Research and Analysis unit, Central Hindi Training Institute, 7th Floor, Pt. Deen Dayal 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 CHTI's official website.
7. Officer in overall charge, Hindi Teaching Scheme, Jammu. Chandigarh and Jaipur/Deoli(Rajasthan).

प्रतिभा मलिक

(Prathibha Malik)
Deputy Director

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

Place :

Date :

Signature

Name and designation of nominating officer.....

Name and Full address of office with telephone number

E-mail ID.....

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

प्रशिक्षण केंद्र का नाम:

प्रशिक्षण सत्र :

कक्षा का नाम : (प्रबोध/प्रवीण/प्राज्ञ/पारंगत)

प्रशिक्षार्थी का नाम (हिंदी में):	Name of candidate (BLOCK LETTERS)
लिंग (स्त्री /पुरुष/ अन्य)	Gender (M /F/ other)
पिता /पति का नाम (हिंदी में):	Father's/ Husband's name:
प्रशिक्षार्थी का पदनाम (हिंदी में):	Designation of the candidate:
मातृभाषा:	Mother tongue:
हिंदी भाषा में ज्ञान का स्तर:	Knowledge of Hindi:
मंत्रालय (हिंदी में):	Name of Ministry:
विभाग का नाम (हिंदी में):	Name of Department:
नामित करने वाले अधिकारी का नाम तथा पदनाम :	Name & Designation of the Nominating officer:
कार्यालय का पूरा पता (हिंदी में): ईमेल आई.डी./दूरभाष	Full office address With E. mail id/ phone:
परीक्षा शुल्क भरने का बैंक विवरण । Bank details of Examination Fees:	
दूरभाष: Phone/mobile	
ई-मेल आई.डी.: E.mail Id of the candidate	

Note: Please fill up this form in bilingual

दिनांक:

प्रशिक्षार्थी के हस्ताक्षर

:

हिंदी शिक्षण योजना से संबंधित अर्धवार्षिक रिपोर्ट
मंत्रालय/विभाग/कार्यालय/निगम/बैंक/उपक्रम आदि का नाम तथा पूरा पता (पिन कोड सहित)

			1	2	3	4	5
			प्रशासनिक अधिकारी		प्रचालन अधिकारी		योग
			राजपत्रित	अराजपत्रित	राजपत्रित	अराजपत्रित	
1.	कुल अधिकारियों/कर्मचारियों की संख्या						
2.	मद सं0 1 में से हिंदी प्रबोध, प्रवीण एवं प्राज्ञ, पारंगत तथा हिंदी टंकण/आशुलिपि प्रशिक्षण की अनिवार्यता से छूट प्राप्त कर्मचारियों की संख्या						
3.	मद सं0 1 में से	जिनके लिए प्रबोध अंतिम परीक्षा थी।					
		जिनके लिए प्रवीण अंतिम परीक्षा है।					
		जिनके लिए प्राज्ञ अंतिम परीक्षा थी।					
		जिनके लिए पारंगत अंतिम परीक्षा थी।					
		जिनके लिए टंकण अंतिम परीक्षा थी।					
		जिनके लिए आशुलिपि अंतिम परीक्षा थी।					
4.	मद सं0 1 में से सामने दर्शाए गए पाठ्यक्रमों में प्रशिक्षण प्राप्त कर रहे कर्मचारियों की संख्या	जिनके लिए प्रबोध अंतिम परीक्षा है।					
		जिनके लिए प्रवीण अंतिम परीक्षा है।					
		जिनके लिए प्राज्ञ अंतिम परीक्षा है।					
		जिनके लिए पारंगत अंतिम परीक्षा है।					
		जिनके लिए टंकण अंतिम परीक्षा है।					
		जिनके लिए आशुलिपि अंतिम परीक्षा है।					

5.	मद सं0 1 में से सामने दर्शाए गए पाठ्यक्रमों के लिए शेष कर्मचारियों की संख्या	जिनके लिए प्रबोध अंतिम परीक्षा है।					
		जिनके लिए प्रवीण अंतिम परीक्षा है।					
		जिनके लिए प्राज्ञ अंतिम परीक्षा है।					
		जिनके लिए पारंगत अंतिम परीक्षा है।					
		जिनके लिए टंकण अंतिम परीक्षा है।					
		जिनके लिए आशुलिपि अंतिम परीक्षा है।					
6.	वर्ग 'घ' से वर्ग 'ग' में आए कर्मचारियों की संख्या	जिनके लिए भाषा प्रशिक्षण दिया जाना है।					
7.		जिनके लिए टंकण प्रशिक्षण दिया जाना है।					

कार्यालय अध्यक्ष का नाम.....

दूरभाष संख्या.....

ई-मेल

सक्षम अधिकारी के हस्ताक्षर

मोहर सहित
दूरभाष संख्या