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No:-19015/1/2020-CC./CHTL/

**Govt. of India**  
**Ministry of Home Affairs**  
**(Dept. of Official Language)**  
**Central Hindi Training Institute**  
email: [adptracharchti-dol@nic.in](mailto:adptracharchti-dol@nic.in)

2-Prithviraj Road,  
New Delhi-110011  
Dated 26/08/2020

To

All Liaison Officers (Hindi)/Director/Joint Director/  
Dy. Director/Administrative Officer/All the Ministries/  
Departments/ Public Sector undertakings/Corporations/  
Bodies/ Enterprises/ Organisations & Nationalised Banks etc.

**Subject:- Hindi Prabodh, Praveen and Pragya Online Correspondence Courses under  
Central Hindi Training Institute Session- August 2020 to May 2021 (31<sup>st</sup>  
Session.)**

Sir/Madam,

In view of Covid-19 pandemic, new online session of Hindi Prabodh, Praveen and Pragya training course will commence from 16-09-2020, under the instructions provided by Official Language Department vide letter no. 140/12/2020, dated 23 July 2020. The qualification and eligibility of the trainees for these training programmes shall be decided as per the details given below:-

Training courses & sessions	Objects	Duration & Last Date of Application	Eligibility	Incentives
The 31 <sup>st</sup> session of the Correspondence Courses of Prabodh, Praveen and Pragya (From August 2020 To May 2021)	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	One Year  30 <sup>th</sup> September, 2020.	The officers/employees who are eligible to get admission in Prabodh, Praveen and Pragya course under Hindi Teaching Scheme but cannot avail the facility of Hindi training due to the non-availability of training centres 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 vide OM No.19015/4/91-CHTI/12256 dated 15.05.1991. Such candidates if otherwise eligible will get cash award vide 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	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-Sump 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 (**Refer Annexure-3**), duly filled up in both 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 30<sup>th</sup> September 2020 on the following address-

**Assistant Director (In-charge)**  
**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. 2020-21. 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 –**

Names of Officers In-charge	Tele/Mobile No.
Mrs.Pratibha Malik	011-23017203, Mobile- 7982905394
Ms Krishna Devi	011- 23017203, Mobile-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 from the link provided below.

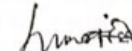
<http://chti.rajbhasha.gov.in/?9600221>.

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

  
(Suman Lal)  
Director (In-Charge)

**Copy forwarded for information and necessary action to-**

1. All Ministries and Department of the Government of India / Public Sector undertakings/Corporations/Bodies/ Enterprises/ Organisations & Nationalised Banks etc.
2. Office of the Comptroller and Auditor General of India, I.T.O, New Delhi.
3. Staff Selection Commission, C.G.O Complex, Lodhi Road, New Delhi.
4. Election Commission of India, Ashoka Road, New Delhi.
5. Central Administrative Tribunal, Copernicus Marg, New Delhi.
6. Administrator, All Union Territories.
7. Director(implementation), Director(Policy), Director(Technical), Director(services), Director(Research) and all attached and Subordinate offices of Department of Official Language, MHA.
8. Chairmen, all Town official language Implementation Committees.(as per mailing list)
9. All Deputy Directors, Hindi Teaching Scheme.
10. Assistant Director (typing/shorthand) Research and Analysis unit Central Hindi Training Institute 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.
11. Rajya Sabha/Lok Sabha Secretariate, New Delhi.
12. Army(HQ), Airforce(HQ), Naval(HQ) and defense training centers.
13. CRPF(HQ), ITBP(HQ), CISF(HQ), RAF(HQ) and their training centers.
14. Director (Imp.), Director (Policy), Director(Tech.), Director (Services) and Director (Research), DOL, MHA, 4th Floor, NDCC Building-2, New Delhi is requested to arrange the printing of the above in "Rajbhasha Bharati."
15. Central Hindi Directorate, West Block-7,R.K.Puram,New Delhi.
16. Director (Official Language),Railway Board, Rail Bhavan, New Delhi.
17. Director (Official Language), Dak Bhavan, New Delhi.
18. 50 Spare Copies.

  
(Suman Lal)  
Director (In-Charge)



**Annexure-I**

**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 follows:-

<b>Prabodh</b>	<b>Praveen</b>	<b>Pragya</b>
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.	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 Marathi, Gujarati, Bangla, Assamese, Oriya, Nepali, Sindhi, Dogri Bodo, Maithili, Santhali 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 6<sup>th</sup> 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.

## **Annexure-II**

**Course:** Medium of instruction for these Prabodh, Praveen and Pragya correspondence courses is English.

**Study Material:** After studying the lessons, trainees will have to solve the exercises given in the response sheets and send them for evaluation to the Correspondence Wing of the institute by email. The sponsoring authorities are requested to kindly ensure that the employees sponsored for the training regularly send their solved response sheets for evaluation to the Institute via email.

**35% marks are mandatory to pass the Internal assessment.**

**Examination Fees:** The personnel of corporations/ autonomous bodies/ companies /banks/ boards/ organisations and undertakings/ etc. working under central Govt., have to pay examination fee as follows:

Prabodh- Rs.100/-per trainee

Praveen- Rs.100/-per trainee

Pragya - Rs.100/-per trainee.

Exam fees may be paid through online mode (process given on page-8). The Central Government Employees are not required to remit the examination fee. It is mandatory to send the online payment receipt of the examination fee along with nomination form by 30<sup>th</sup> October 2020 via email.

### **Internal Assessment :**

A. Maximum marks for internal assessment will be 100.

B. Those candidates who score less than 35 marks in internal assessment will have to appear for oral exam in November 2021 and candidates will be declared successful only after obtaining minimum 35 marks.

**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. 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 2021. If he fails only in the internal assessment then he is required to appear in viva-voce test. The trainees of the supplementary examinations will have to send a bank draft of Rs 10 in favor of "Deputy Director (Examination), 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 2021 may reappear in the subsequent examination under the Hindi Teaching Scheme, to be held in the month of May November or, 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 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)1022 dated 9.5.2016 on our website : [www.chti.rajbhasha.gov.in](http://www.chti.rajbhasha.gov.in)
6. In light of the ongoing Covid-19 pandemic, correspondence courses of Prabodh, Praveen, Pragya of the Central Hindi Institute will be held online. The Personal Contact Program (PCP) will be conducted through Microsoft Teams in future.



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)	
6	Mobile Number of applicant	
7	Mother Tongue	
8	female/male/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	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.....

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](http://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 Pragya 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 CHTI