

GOVERNMENT OF INDIA
गृह मंत्रालय, राजभाषा विभाग
MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE
केंद्रीय हिंदी प्रशिक्षण संस्थान
CENTRAL HINDI TRAINING INSTITUTE

Dated: - 14/02/2025

To

1. All the Ministries / Departments / Attached/Subordinate Offices.
2. Head of the Department, All public Institution/Undertakings/enterprise /Autonomous and Statutory Bodies/Nationalized Banks etc.
3. All the officers of Central Official Language Services.

Subject :- Conducting of Intensive (Short term) training programmes of Hindi Prabodh, Praveen, Pragya and Parangat Courses in Central Hindi Training Institute, New Delhi, Sub-Institute during the Calendar year 2025 – regarding.

Sir / Madam,

As per the directions contained in Department of official Language OM No. 18015/6/86 – OLE dated 10.09.1987 the Central Hindi Training Institute and Sub-Institutes conduct full time intensive programmes of Hindi Prabodh, Praveen, Pragya and Parangat courses for the newly recruited non- Hindi speaking officers / Employees of all Ministries / Departments, Attached / Subordinate offices and public Sector undertakings / Statutory Bodies / Public Enterprises / Corporations/ Autonomous Institutes, Organizations and Nationalised Banks owned or controlled by the Central Government.

2. Although these courses are for newly recruited Officers / Employees, other untrained Officers / Employees can also be admitted in these courses provided they are nominated by their offices concerned. By nominating so, the offices concerned will also achieve the target set for official language training within the prescribed time limit (year 2025) as fixed by the Department of Official Language.

3. In compliance with the Presidential orders issued based on the recommendation No.16.7 (a) of the seventh report of the Committee of Parliament on Official Language, the Department of Official Language issued an OM No.12012/3/2015-OL(Policy) dated 22.4.2015, introducing a new practice based (Parangat) course for the employees of the Ministries/Departments, their attached and subordinate offices, Public Sector Undertakings/Statutory/Autonomous Bodies /Enterprises/ Agencies / Corporations and Nationalised Banks owned or controlled by the Union Government who possess 'working knowledge of Hindi' to make them proficient in Hindi so that they carry out their official work in Hindi with ease.

All the Ministries / Departments are requested to nominate their officers / employees on priority basis for the courses mentioned in Annexure- I.

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The eligibility of the candidate for Hindi Prabodh, Praveen, Pragya and Parangat courses can be determined by the criteria given below:-

Brief information regarding Training:

Sl. No.	Name of Course	Duration	Date of Examination	Eligibility
1	Prabodh	25 Full working Days	Last day of the training	This is an elementary course. Kannada, Malayalam, Tamil, Telugu, Manipuri Mizo and English speaking Officers/ employees can undergo this training. All the Officers / employees who do not possess the primary level Knowledge of Hindi are eligible for Prabodh training.
2	Praveen	20 Full working Days	Last day of the training	This is the secondary level course. Officers/ Employees who have passed the Prabodh examination and whose mother tongue is Marathi, Sindhi, Gujarati, Maithili, Santhali, Bodo, Dogri, Nepali, Bengali, Assamese and oriya, and do not possess the knowledge of Hindi of Middle level, they can seek direct admission in this course.
3	Pragya	15 full working days	Last day of the training	This is the last course. This is for all such officers/Employees who have passed the Praveen Examination or who possess the knowledge of Hindi of middle/secondary level or whose knowledge of Hindi is below Matric or Tenth class. The Pragya level training is mandatory for the Kashmiri, Punjabi and Pashto speaking officers/ employees.
4	Parangat	20 full Working Days	Last day of the training	All the officers /employees of the Govt. of India Ministries, Departments, their Attached & subordinate offices Autonomous/ Statutory bodies Undertakings/Enterprises/Agencies/ Corporations & Nationalized Banks fully owned or controlled by the Central Government who possess working knowledge of Hindi are eligible for this course.

Note: Imparting Hindi Language Training to the group 'D' Personnel who have been Placed in group 'C'

Since Group 'D' employees have been placed in Group 'C' as per the recommendations Of the Sixth Pay Commission and since the Hindi Language /Hindi Typing Training is mandatory for Group 'C' Employees as per the order issued by the Hon'ble President in April 1967, the Department of Official Language in its OM No.14034/30/2009-OL(Trg.)dated 06 January,2010 has made Hindi Prabodh, Praveen, Pragya training mandatory for those group 'D' Employees of your office who have been placed in Group 'C' may also be nominated for these course as per their eligibility.

Enrolment procedure and Proforma

- The list of Officers/Employees nominated for the above training may be forwarded at least a month before the commencement of the course as per the proforma given at **Annexure II.**
- It is mandatory to fill the form in bilingual.
- Nomination may be sent in the prescribed proforma for the convenience of this office.
- The Time Schedule for training is 9:30 AM to 6:00 PM from Monday to Friday.
- Confirmation Letter for training will be forwarded by the Assistant Director (in charge) of the concerned training center in respect of the officials (Employees) nominated from different offices.

List of Training Centers is given at **Annexure IV.**

- **The training calendar will be prepared by the training centers of the Central Hindi Training Sub-Institute according to the regional holidays.** Annexure III
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Examination

- Examinations for these courses will be held on the last working day of each training programme .
- Trainees will fill up the examination form at the time of admission into the training course.

Examination Fee

- No fee is admissible to the Government Officers/Employees for these courses, but the Banks and other Public Sector Undertakings are required to pay the examination fee @ of Rs 100/- per trainee in respect of their Officers/Employees for Hindi Prabodh, Praveen and Pragya examination. The examination fee is to be paid online or through Bank Demand Draft drawn in favour of Deputy Director (Examination), Hindi Teaching Scheme, payable at New Delhi.

Note – No Examination Fees will be required for Parangat (पारंगत) Course.

Text Books

Text books are provided Dol. Rajbhasha Website: www.chti.rajbhasha.gov.in all trainees can take print out .

Financial Incentives

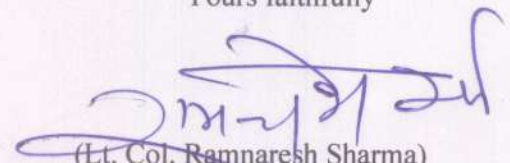
- Central Government Employees are awarded one increment equivalent to their Personal Pay for the period of 12 months on passing the prescribed final examination of Hindi and fulfilling the conditions laid down by the Department of Official Language, Ministry of Home Affairs.
- Officers/Employees are given cash awards as per the following table on passing the Hindi Prabodh, Praveen Pragya and Parangat Examination and fulfilling the prescribed conditions.
- **This amount is paid by the offices of the trainees:**

Sl. No.	Prabodh	Praveen	Pragya	Parangat
1. On scoring 70% or more marks	Rs. 1600/-	Rs. 1800/-	Rs.2400/-	Rs. 10,000
2. On Scoring 60% or more marks	Rs. 800/-	Rs. 1200/-	Rs. 1600/-	Rs. 7,000
3. On Scoring 55% or more marks	Rs. 400/-	Rs. 600/-	Rs. 800/-	Rs. 4,000

Note:

- Administrative heads of all the Ministries / Departments, undertakings Banks, Corporations are requested to promptly circulate this circular in their Subordinate offices, units / Branches.
- It is the responsibility of the administrative head of the concerned office that maximum number of officials be nominated for the courses. They may ensure that the nominated officials take admission in the course and write exam so that available govt. resources for the training are optimally utilized and the target of training is achieved within the prescribed time(2025).
- Limited number of seats are available at Udyog Bhavan Centre. Hence on receipt of nominations the admission to the trainees will be provide on first come first serve basis.
- Relieve your nominated personnel for training only after the nomination is confirmed.

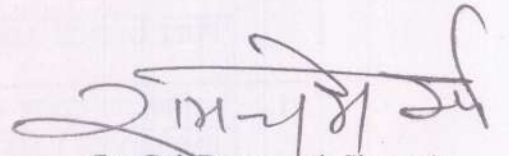
Yours faithfully


(Lt. Col. Ramnaresh Sharma)
Director

Endorsement no. /19011/7/2021/CHTI/ILT/ 76375 Date : 14/02/2025

Copy for information to:

1. Private Secretary to Secretary, Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi-110001.
2. Private Secretary to Joint Secretary, Department of Official Language, Ministry of Home Affairs, NDCC -II, Building, 4th floor, Jai Singh Road, New Delhi-110001.
3. Editor, Rajbhasha Bharti, Department of Official Language, Ministry of Home Affairs, NDCC- Building, 4th floor, Jai Singh Road, New Delhi-110001.
4. Joint Director/Deputy Director (Headquarters), Central Hindi Training Institute, 7th Floor, Pandit Deendayal Antyodaya Bhawan New Delhi-110003
5. All Regional/Joint Director/ Deputy Directors Hindi Teaching Scheme, Mumbai, Chennai, Kolkata and Guwahati.
6. All Deputy Directors (Implementation), for wide publicity.
7. Joint Director /Deputy Director(Examination), Hindi Teaching Scheme East Block 7, Level 6, R. K. Puram, Sector-1, New Delhi-110066.
8. Deputy Director/Assistant Director, Research & Analysis Cell, Central Hindi Training Institute, New Delhi -110003
9. Assistant Director (Typing / Stenography), Research & Analysis Cell, Central Hindi Training Institute, 7th floor, Pandit Deendayal Antyodaya Bhawan, New Delhi-110003 with this direction that they make it available on the Website of the Central Hindi Training Institute.


(Lt. Col. Ramnaresh Sharma)
Director

Annexure –I

Details of full time intensive training programmes (Hindi Prabodh, Praveen , Pragya and Parangat courses) to be conducted during the Calendar year 2023 by the Central Hindi Training Institute, New Delhi.

Session	Intensive course	Working days	Duration of the Training
First	Prabodh	25	03.02.2025 To 10.03.2025
	Praveen	20	11.03.2025 To 09.04.2025
	Pragya	15	11.04.2025 To 02.05.2025

Sessio n	Intensive course	Working days	Duration of the Training
Second	Prabodh	25	19.05.2025 To 20.06.2025
	Praveen	20	23.06.2025 To 18.07.2025
	Pragya	15	21.07.2025 To 08.08.2025

Session	Intensive course	Working days	Duration of the Training
Third	Praveen	20	01.09.2025 To 29.09.2025
	Pragya	15	30.09.2025 To 22.10.2025
	Parangat	20	23.10.2025 To 20.11.2025

हिंदी शिक्षण योजना / केंद्रीय हिंदी प्रशिक्षण संस्थान राजभाषा विभाग,

अनुलग्नक-II

प्रशिक्षार्थी का विवरण

Annexure-II

प्रशिक्षण सत्र:

कक्षा का नाम : प्रबोध/प्रवीण/प्राज्ञ/पारंगत

क्र.सं.	विवरण / DETAILS
1.	प्रशिक्षार्थी का नाम (हिंदी में) NAME OF CANDIDATE (BLOCK LETTERS)
2.	लिंग (पुरुष/स्त्री) GENDER (M/F)
3.	पिता/पति का नाम (हिंदी में) FATHER'S/HUSBAND'S NAME
4.	प्रशिक्षार्थी का पदनाम (हिंदी में) DESIGNATION OF CANDIDATE
5.	मातृ भाषा MOTHER TOUNGE
6.	हिंदी भाषा में ज्ञान का स्तर: दसवीं से अधिक/आठवीं से अधिक दसवीं से कम/ पांचवीं से अधिक आठवीं से कम/ पांचवीं से कम/ प्रबोध/प्रवीण/प्राज्ञ KNOWLGDE OF HINDI ABOVE 10 th / ABOVE 8 th LESS THAN 10 th / ABOVE 5 th LESS THAN 8 th / LESS THAN 5 th /PRABODH/PRAVEEN/PRAGYA
7.	मंत्रालय (हिंदी में) NAME OF MINISTRY (IN ENGLISH)
8.	विभाग का नाम (हिंदी में) NAME OF DEPARTMENT
9.	नामित करने वाले अधिकारी का नाम व पदनाम NAME & DESIGNATION OF THE NOMINATING OFFICER
10.	कार्यालय का पूरा पता (हिंदी में): ई मेल/ दूरभाष FULL OFFICE ADDRESS WITH E.MAIL ID/ PHONE
11.	कार्मिक का दूरभाष व ईमेल आई डी: EMLOYEE E.MAIL ID & MOBILE /PHONE
12.	आधार सं०- ADHHAR NO.
13.	परीक्षा शुल्क भरने का विवरण DETAILS (IF DOESN'T BELONG TO A DIREVT CENTRAL GOVT OFFICE/ DEPT.
14.	AMOUNT: DETAILS OF PAYMENT BANK DRAFT NUMBER DATE NAME OF BANK BANK BRANCH

नोट:- विवरण दोनों भाषाओं में भरना अनिवार्य है/ IT IS MANDATORY TO FILL THE FORM IN BILINGUAL
: कृपया अंग्रेजी का विवरण केवल(BLOCK LETTERS) में ही भरें।

Annexure III

1. Assistant Director (Language) Central Hindi Training Sub- Institute, Second Floor, Rajaji Bhavan, E-3, C Block, Besant Nagar, Chennai – 600090 (Telephone No. 044-24918904)
2. Assistant Director (Language) Central Hindi Training Sub –Institute, CGO Tower ,Room No.403,Kavadiguda, Secunderabad-500003 (Telephone No. 040-27537211)
3. Assistant Director (Language) Central Hindi Training Sub-Institute, B – Wing, 5th Floor, Kendriya Sadan, 17th Main Road, Second Block, Kormangla, Bangaluru -560034 (Fax No. 080-25537089) (Telephone No. 080-25537087)
4. Dy. Director/Assistant Director (Language) Central Hindi Training Sub-Institute, Kendriya Sadan, C Wing,6th Floor, C.B.D.Belapur, Navi Mumbai – 400614 (Telepnone No. 022-27572705,27572706) Fax No. 022-27565417
5. Dy. Director/Assistant Director (Language) (East) Hindi Teaching Scheme Nizam Palace Complex, 234/4, Second Multilevel Bhavan, 18th Floor, Acharaya Jagdish Chandra Bose Road, Kolkata -700020 (Telephone No. 033-22870793 and 22890038) Fax No. -033-22870793
6. Officer in Overall Charge & Postmaster General, O/o Officer in Overall Charge & Postmaster General intensive Language Training sub- Centre, Vadodara-390002

Annexure- IV**Addresses :-Training Centres**

Assistant Director (Language),
Central Hindi Training Institute,
Room No. 449-A,
Udyog Bhavan New Delhi -110011

(Telephone -011-23063321 Extn. -2207)

Contact Addresses :-

<p>Director, Central Hindi Training Institute , Department of Official Language, Ministry of Home Affairs, 7th Floor, Pandit Deendayal Antyodaya Bhawan, 'B' Block, CGO Complex, Lodhi Road, New Delhi -110003. Telephone: 011-242361852 FAX: 011-24361852 Email: dirhti-dol@nic.in</p>	<p>Assistant Director, Room No.449-A, 4th Floor M/o Commerce and Industries D/o Industrial Policy and Promotion Udyog Bhavan, Rafi Marg New Delhi-110011 Telephone: 011-23063321 Extn. 2207 (M) 9582854331 E-mail; chti1232@nic.in,</p>
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