

No-19015/1/2023-24-CC./CHTI/1251-2450

Govt. of India  
Ministry of Home Affairs  
Dept. of Official Language  
Central Hindi Training Institute

2-A, Prithviraj Road, New Delhi-110011

Date: 06-05-2024

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: 35<sup>th</sup> session (01 July-2024 -31 May-2025) of Hindi Prabodh/ Praveen/ Pragya Correspondence Courses under Central Hindi Training Institute –reg.**

Sir/Madam,

It is informed on the above subject that the 35<sup>th</sup> session of Hindi Prabodh/ Praveen/ Pragya training courses will be started from 01 July-2024 through correspondence medium. The qualification and eligibility of trainees for training programs through correspondence under the Central Hindi Training Institute should be determined as follows-

Training courses & session	Objectives	Duration & Last Date of Application	Eligibility	Incentives
35 <sup>th</sup> session of the correspondence Courses of Prabodh/ Praveen/ Pragya will be conducted (From 01 July, 2024 To May 31 2025)	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	Duration of each course  One Year  Last Date of Application  31 July 2024	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 <b>Annexure-I</b> 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	Percentage of marks obtained and amounts of cash award		
	55- 60%	60-70%	70%and above
Prabodh	₹ 400 /-	₹ 800 /-	₹ 1600 /-
Praveen	₹ 600 /-	₹ 1200 /-	₹ 1800 /-
Pragya	₹ 800 /-	₹ 1600 /-	₹ 2400 /-

### • Lump-sum awards on passing Exams by trainee's own efforts

Prabodh	Praveen	Pragya
₹ 1600	₹ 1500/-	₹ 2400/-

**Note:** The candidates who Passed the Hindi Prabodh, Praveen and Pragya Examinations of Hindi Teaching Scheme by their own efforts will be eligible for the benefits mentioned above 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 Examination whichever has been prescribed as a final course of study for the trainee.

## 3. Procedure of admission

Applications sent in the prescribed proforma (**Refer Annexure-3**), duly filled up in English and Hindi will only be considered for admission. After ensuring eligibility, the applications of the eligible officers/employees may be forwarded to the address given below by **31<sup>th</sup> July 2024**:

**The Deputy Director  
Correspondence Course Wing (Language)  
Central Hindi Training Institute,  
2-A, Prithvi Raj Road,  
New Delhi-110011.  
Email-[chti1153@nic.in](mailto:chti1153@nic.in), [chti1184@nic.in](mailto:chti1184@nic.in), [chti1215@nic.in](mailto:chti1215@nic.in)**

All the Heads of the Departments of various offices and departments are hereby requested to nominate maximum number of officers/employees for this language training for upcoming session i.e. 2024-25. Your contribution to this important task 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 us:

Address of the Office	Name of the Faculties	Tele/Mobile No.
The Deputy Director, Central Hindi Training Institute, Language Correspondence Wing, 2-A, Prithviraj Road, New Delhi- 110011.		011- 23017203 L.L (O)
	Ms. Krishna Devi	Mobile No.: 9871608537
	Smt. Talwindar. G. S	Mobile No.: 9289784254

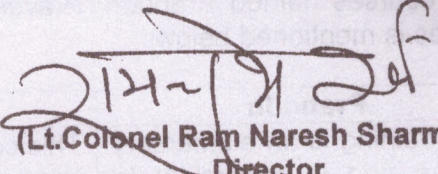


**Note:**

- Kits and Response-Sheets of Prabodh/Praveen/Pragya courses can be downloaded through the link given below:

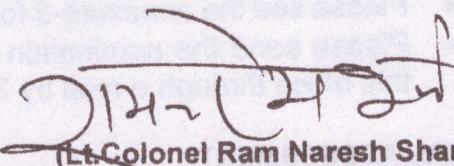
**<http://chti.rajbhasha.gov.in/79600721>**

- In addition to this, trainees can avail the help of **LILA-Rajbhasha Mobile App** which is available in 14 Indian languages and English.

  
(Lt. Colonel Ram Naresh Sharma)  
Director

**Copy forwarded for information and necessary action:**

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. UPSC, Shahjahan Road, New Delhi.
4. Staff Selection Commission, C.G.O Complex, Lodhi Road, New Delhi.
5. Election Commission of India, Ashoka Road, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. National Commission for Women, New Delhi.
8. National Human Rights Commission, New Delhi.
9. Central Administrative Tribunal, Copernicus Marg, New Delhi.
10. Administrator, All Union Territories.
11. Official Language Department and all attached and Subordinate offices of Department of Official Language, MHA.
12. Chairman, All Town Official Language Implementation Committees (as per mailing list)
13. Joint Director (HQ), CHTI, New Delhi.
14. All Deputy Directors, Hindi Teaching Scheme.
15. All Officer-in-Overall Charge, Hindi Teaching Scheme
16. Rajya Sabha/Lok Sabha Secretariat, New Delhi.
17. Army (HQ), Airforce (HQ), Naval (HQ) and Défense training centres.
18. CRPF(HQ), ITBP(HQ), CISF(HQ), RAF(HQ) and their training centres.
19. 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."
20. Director, Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi.
21. Director (Official Language), Railway Board, Rail Bhavan, New Delhi.
22. Director (Official Language), Dak Bhavan, New Delhi.
23. General Secretary, Central Secretariate
24. riate, Hindi Parishad, Sarojini Nagar, New Delhi.
- ✓ 25. Assistant Director (Typing/Shorthand) Research and Analysis Unit, Central Hindi Training Institute, 7<sup>th</sup> Floor Pt. Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-03 with the direction thad arrangements may be done to upload this circular in the Dept's website.
26. Assistant Director Research and Analysis Unit, Central Hindi Training Institute, 7<sup>th</sup> Floor Pt. Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, New Delhi-03
27. 50 (additional copies)

  
(Lt. Colonel Ram Naresh Sharma)  
Director



**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 for these courses is mentioned below:

Prabodh	Praveen	Pragya
This training is an elementary course and is equivalent to primary level Hindi.	This course is an Intermediary and equivalent to Middle Level Hindi.	This course is equivalent to High School 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 this course.	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, Assamese, Oriya, Nepali, Sindhi, Dogri Bodo, Maithili, Santali are eligible for Admission to this course.	The Officers/ employees who have passed Praveen Course or who do not possess Working knowledge of Hindi up to the level of Matric and whose mother tongue is Urdu, Punjabi, Pasto, Kashmiri may seek admission to this course.

**NOTE:****AGE LIMIT:**

- There is no upper age limit for admission to these courses.

**COURSE:**

- Medium of instruction for these Prabodh, Praveen and Pragya correspondence courses is English.

**STUDY MATERIAL:**

- The sponsoring authorities are requested to kindly ensure that the employees sponsored for the training should regularly send their solved response sheets for evaluation to this Institute. It is mandatory for every trainee to obtain 35% marks to pass in the internal assessment.

**EXAMINATION FEES:**

- It is mandatory to send the bank draft of exam fee in the favour of the Deputy Director (Exam), Hindi Teaching Scheme along with the nomination form. The personnel of corporations/ autonomous bodies/ companies /banks/ boards/ organisations and undertakings/ etc. working under central Govt., have to pay examination fee with following rates. It is mandatory to send the online payment receipt of the examination fee along with nomination form.

Prabodh  
Praveen  
Pragya } ₹ 100/- per trainee

- Please see the annexure-2 for procedure of submitting online examination fee.
- Please send the nomination form along with examination fee (if payable) to this office through e-mail by 31<sup>st</sup> July 2024.

**INTERNAL ASSESSMENT:**

- The 100 Marks are earmarked for internal assessment which shall be awarded on the basis of the evaluation of the response sheets submitted by trainees for evaluation to this Wing.



B. Those candidates who score less than 35 marks in internal assessment will have to appear for oral exam.in Nov.2025 and the candidate will be declared successful only after obtaining minimum 35 marks.

- 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 examination, they may also be awarded all kinds of cash incentives like cash award, advance increment etc.
- The details regarding payment of examination fee online are given in **annexure-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 enrol 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 without fail.
- While sending the filled response sheets to this office, instructions should be given to the trainees to write their registration number on them. The candidate is required to obtain 35% marks to pass the Internal Assessment. The response sheet sent after 15<sup>th</sup> May, 2024 will not be entertained or evaluated.
- In order to pass the examination, the trainee have to score minimum 35% marks in each paper (two written papers and internal assessment). If a trainee scores less than 35% marks in any paper, he will be declared as "पूरक" (supplementary) candidate and need to reappear only for that paper in the exams held in November 2025. If he fails only in the internal assessment then he is required to appear in viva-voce test in November 2025.
- The candidates declared as 'पूरक' have to send their examination forms to this office before 15 August 2025. The candidate is also required to pay the draft of ₹10/- in favour of DD (Exam), Hindi Teaching Scheme, New Delhi as examination fee.
- Candidates, who could not appear in the examination or fail in more than one paper in the exam held in the month of May, 2025 may reappear in the subsequent examination under the Hindi Teaching Scheme, to be held in the month of November or May, 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.
- Recently, some 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 09.05.2016 on website: [www.chti.rajbhasha.gov.in](http://www.chti.rajbhasha.gov.in)



### **PERSONAL CONTACT PROGRAMME (PCP):**

- In order to overcome the drawbacks arising in the absence of Direct Teaching, personal contact programmes are organised at different places twice a year and the duration of these programme is 05 full working days (Prabodh-02 days, Praveen-02 days and Pragya-01 day).
  - These programmes are arranged in those Centres/Cities where the numbers of students are sufficient. During these programmes class room lectures are arranged wherein lessons sent through correspondence are recapitulated. Besides this, necessary instruction and guidance are provided by the faculties to the trainees with attention towards the difficulties and problems of individuals.
  - Intimation regarding the dates and places of these programmes is communicated to them by the Correspondence Wing and Regional Deputy Directors from time to time.
  - The employees participating in the personal contact programmes are treated on duty like the trainees appearing in the examinations under the Hindi Teaching Scheme and the expenditure so incurred on their T.A./D.A. is borne by the Department concerned.
  - Personal Contact Program (PCP) will be conducted in future through online/offline as per the prevailing situation.
- ❖ It is mandatory for all sponsoring offices to send full details of the nominated trainees in excel sheet in Hindi and English.
- ❖ Trainees can register directly online through the website of Central Hindi Training Institute (chti-online registration-hindi language correspondence)



**PROCEDURE OF SUBMITTING ONLINE EXAMINATION FEE**

The payment of examination fee can be done by online through the website of State Bank of India: **www.onlinesbi.com**. It is compulsory to send the copy of the acknowledgement receipt of the payment made online along with nomination form. The procedure of online payment of examination fee for Prabodh/Praveen/Pragya is mentioned below.

1. Open State Bank of India's website **www. onlinesbi.co** and then click on **State Bank Collect** on the sub-headings and accept all the terms and conditions.
2. **State Bank Collect** - select— **All India** - then select **State Bank Corporate/Institution** - select **Govt. Department** and click **go**
3. Select **HINDI TEACHING SCHEME, D/o OFFICIAL LANGUAGE. MHA in Govt. Department Name** and click **submit button**.
4. On **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 2023**.
5. Fill this form and click on **SUBMIT**. After submitting **Confirm** it and make the **Payment**.
6. Please take a print of **Payment Receipt** and attach with the nomination form and forward to **Correspondence Wing, CHTI, New Delhi**.

**Procedure of payment of examination fee through NEFT:**

A current account with account number **35148065018** is operative for **DD (exam), HTS** at **SBI, Central Secretariate Branch, North Block, New Delhi** for the purpose of **NEFT** transaction of **Examination Fee**. **IFS Code** of the account is **SBIN0000625** and **MICR code** is **110002014**.



## केंद्रीय हिंदी प्रशिक्षण संस्थान/CENTRAL HINDI TRAINING INSTITUTE

## भाषा पत्राचार स्कंध/ CORRESPONDENCE WING

प्रवेश-पत्र / NOMINATION FORM

1.	पाठ्यक्रम का नाम Name of the Course (In capital letters)	
2.	आवेदक का नाम (हिंदी व अंग्रेजी में) Name of the Applicant (In Hindi & English)	
3.	पिता/पति का नाम (हिंदी व अंग्रेजी में) Name of Father/Husband (In Hindi & English).	
4.	पदनाम/ Designation of applicant	
5.	आवेदक का ई-मेल आईडी E-mail ID of applicant	
6.	आवेदक का मोबाइल नंबर Mobile Number of Applicant	
7.	मातृभाषा/ Mother Tongue	
8.	लिंग/Sex	स्त्री (Female) /पुरुष (Male)/अन्य (Others)
9.	शैक्षणिक योग्यता/Educational Qualifications	
10.	किस स्तर/कक्षा तक हिंदी पढ़ी है ? Hindi studied up to which level/std	
11.	नियंत्रक अधिकारी/नामांकन प्राधिकारी का नाम एवं पदनाम Name and Designation of the controlling officer/ Nominating authority	
12.	नियंत्रक अधिकारी/ नामांकन प्राधिकारी का मोबाइल नंबर, ई-मेल व पता Mobile Number and e-mail ID of the controlling officer/ Nominating authority	
13.	कार्यालय का पता (हिंदी व अंग्रेजी में) Full address of the office (In Hindi & English)	
14.	परीक्षा शुल्क की ड्राफ्ट संख्या/ऑनलाइन भुगतान की रसीद संख्या, दिनांक सहित Details of Exam Fee Draft/ Online payment receipt number with date	

स्थान/Place:

तारीख/Date:

आवेदक के हस्ताक्षर

Signature of the Applicant



## नियंत्रक अधिकारी/ नामांकन प्राधिकारी का प्रमाण पत्र

(प्रमाण पत्र पर हस्ताक्षर करने से पहले पात्रता की शर्तों का अनुपालन सुनिश्चित करें)

प्रमाणित किया जाता है कि ..... में कार्यरत श्री/श्रीमती/कुमारी..... (नाम) ..... (पदनाम) को, प्रशिक्षण के लिए पात्र पाए जाने पर वर्ष 2024-25 के दौरान, केंद्रीय हिंदी प्रशिक्षण संस्थान द्वारा संचालित पत्राचार के अंतर्गत प्रबोध/प्रवीण/प्राज्ञ पाठ्यक्रम में प्रवेश हेतु अनुमति प्रदान की जाती है।

Certified that Shri/Smt./Ms..... Working as ..... in ..... is eligible for training and is permitted to enrol for Prabodh/Praveen/Pragya course through Correspondence conducted by Central Hindi Training Institute during the Year 2024-25

नियंत्रक अधिकारी/ नामांकन प्राधिकारी के हस्ताक्षर

Signature of the Controlling Officer / Nominating authority

कार्यालय की मोहर सहित नाम एवं पदनाम:

Name and Designation with date and office seal:

ई-मेल/E-mail:

मोबाइल नंबर/ Mobile No. :

फैक्स नंबर/ Fax No.:

स्थान/ Place :

तारीख/ Date:

**टिप्पणी-** प्रवेश-पत्र दोनों भाषाओं में भरना अनिवार्य है।

ई-मेल और मोबाइल नंबर के बिना प्रवेश-पत्र अमान्य होगा।

**Note-** It is mandatory to fill the admit card in both the languages. Without e-mail and mobile number, the admit card will be invalid.