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संख्या/No. 3/8/2019-DD(NC)/ 634

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...17/7/2020

To

All Liaison Officers (Hindi)/ Administrative Officer
All the Ministries, Departments of Govt. of India and
Nationalised Banks/ PSUs/Corporations/Autonomous Bodies etc.
New Delhi/Jaipur/Deoli/Chandigarh/Jammu.

Subject: Organisation of Long term online Hindi Prabodh, Praveen, Pragma and Parangat classes through MICROSOFT TEAMS for the session July-November 2020 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, Pragma and Parangat classes will commence from 5th August 2020 online at 10.00 A.M. Kindly send the details of the nominated officials of your office filled in the enclosed prescribed proforma (Annexure-I) in duplicate, by 31st July 2020.

Due to COVID - 19 and in pursuance of MHA guidelines it is decided by Deptt of official language that for July-November 2020 session virtual Hindi classes will be conducted through MICROSOFT TEAMS APP.

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

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भारत की सभी भाषाएं बढ़े, संघ का काम हिंदी में करें।

1 Objects	2 Name of the course	3 Eligibility	4 Duration & Examination	5 Incentives
The Courses are being organized in compliance with the Government of India's official language policy to provide in-service training in Hindilanguage, Hindi typing & Hindi stenography 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. who do not possess the working knowledge of Hindi and for whom it is compulsory	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, Malayalam, Telugu, Mizo, Manipuri or English are eligible for admission to Prabodh course.	The course duration is for 05 months. Alternate days 2.00 hours. Daily 01 hour. Classes will commence from 1 st July 2020. Examination will be held in the month of November, 2020.	Candidates 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 intermediate course 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 class level and whose mother tongue is Marathi, Gujarati, Bangla, Assamese, Oriya, Nepali, Konkani, Bodo or Santhali are eligible for admission to this Praveen course.	-do-	-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. 45 mnts daily or 1.30 hours alternate days . Classes will commence from 1 st July 2020 Examination will be held in the month of November 2020.	-do-
	Parangat	This course is for all those officials who possess the working knowledge of Hindi	The course duration is for 05 months. Alternate days 2.00 hours. Daily 01 hour. Classes will commence from 1 st July 2020 Examination will be held in the month of November 2020.	The cash award matter is under consideration of the Department.

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 compulsorily 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 compulsorily required to undergo training upto PRAVEEN Course.
- The Central Government Employees/Officers who have to do ministerial work, record notes or deal with correspondence are compulsorily 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 Dept. of Official Language it is decided that the personnel who are converted to 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 and Personal Pay .

2. 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 Pradhyapakas for registration of Trainees.
- Hence furnish full details of the Trainees in the prescribed proforma so that correct data can be fed.
- All the Assistant directors/Pradhyapakas will inform The Deputy Director (NC) through E- mail soon after uploading the details on the Training Pranali (system). The details of the candidates can not be uploaded after the last date.

3. Examination and Examination related Rules

- The Examination for all these courses will be conducted in the Month of Nov. 2020.
- The details of all the trainees (whether appearing regular or private) filled in the prescribed proforma (Annexure-III) 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 August 2020.

4. Examination Fee

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

4. Payment of Examination fee:-

- Examination Fee of Rs. 100/- per candidate is payable through Demand Draft in favour of Dy. Director (Exams) Hindi Teaching Scheme, New Delhi, by all the Regular and Private candidates of Undertakings, Corporations, Banks, Autonomous Bodies of Govt. of India.
- It is mandatory to upload the details of demand draft in Training Pranali (System). Only then it will be accepted (confirmed) by Examination Wing and the admission card (hall ticket) of the candidates will be issued.
- 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 (exams), Hindi Teaching Scheme, New Delhi.

5. Supplementary examination:-

- Examinee declared failed in either paper of PRABODH/PRAVEEN/PRAGYA or PARANGAT Examination held in May 2020 can re-apply for the Supplementary Examination to be held in the month of November 2020, mentioning the Roll no of May 2020 examination. The examinee will also mention the Question paper for which he/she is taking up the Supplementary Examination.
- An Examination fee of Rs.10/- is compulsory for the candidates of Undertakings, Corporations, Autonomous bodies, Banks of Govt. of India, for appearing in the Supplementary Examination.

6. Text Books:

- Text books for the courses will be provided free of cost to all the trainees by this office.

7. 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 examination and on fulfilling the prescribed terms and conditions of the Deptt. of Official Language, Ministry of Home Affairs, 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 29July 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/-

8. 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 the Internal Assessment marks are given by the Pradhyapak/incharge of the centre on the basis of attendance in the class, written work and verbal communication.

9.Important

- The Administrative Heads of the Ministries/Depts./Undertakings/Banks/Corporations etc are requested that they should nominate maximum number of yet to be trained employees for language training courses so that the target fixed by the Deptt. of Official Language may be attained by 2025. Your co-operation in this regard will be highly appreciated.
- It should also be ensured that all the nominated trainees 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.
- A list of part time & regular training centers under this office is enclosed in Annexure- II for ready reference. Administrative Heads are requested to nominate their employees to the nearest training centres.
- 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.

Office Address/Contact Details

<p>Office of the Dy. Director(NC), Hindi Teaching Scheme, East Block-7, Level-6, R.K. Puram, New Delhi-110066. Ph.: 011-26175246, 011-26191572</p>		
<p>Mrs. Kamlesh Bajaj Dy. Director E-mail- ddhts-nc-dol@nic.in Mob: 986883938/9540146767 E-Mail id-chti1118@nic.in</p>		<p>Sh. Jitendra Kumar Singh Asstt. Director Mob.: 9560213089 Ph. 26176055 E-mail- chti1148@nic.in</p>
Hindi Pradhyapak	Mobile No	E-mail address
1. Sh. Raj Kumar	9582854331	E-mail chti1232@nic.in
2. Smt. Neepa Sharma	9899989821	E-mail chti1227@nic.in
3. Sh. Asha Ram	9136237393	E-mail chti1256@nic.in
4. Sh. Raj Kumar Balmiki	9971953257	E-mail chti1260@nic.in
5. Smt. Seema Rani	9990197892	E-mail chti1267@nic.in
6. . Smt Shobha Kujur	9840349234	E-mail chti1270@nic.in
7. Smt. Sunita Yadav	9654009808	chti1284-dol@gov.in
8. Mahesh Meena(Deoli, Rajasthan)	09508155071	Maheshgudli007@gmail.com
9. Rajesh kumar meena(Jaipur)	09460474143	Chti1277@nic.in
10. Jammu centre		
11. Chandigarh centre		

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 if E-mail address is given for future correspondence.

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

Yours faithfully,



(Kamlesh Bajaj)
Deputy Director (NC)

Endorsement No. 3/8/2019-DD(NC)/

Dated:

Copy forwarded:-

1. Director, Central Hindi Training Institute, Pt. DeenDayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
2. Joint Director, Central Hindi Training Institute, Pt. DeenDayal Antyodaya Bhawan, C.G.O Complex, Lodhi Road, New Delhi.
3. Dy. Director (Implementation), Deptt. of Official Language, Ministry of Home Affairs, New Delhi.
4. **All Hindi Pradhyapak, Hindi Teaching Scheme, New Delhi, are hereby directed to do intense liaison work in all the offices and Departments within their range, organize the classes and submit their liaison work report to the undersigned by 31.12.2019 .**
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, Jammu, Chandigarh and Jaipur/Deoli(Rajasthan).
8. Assistant Director (Typing/ shorthand), Research and Analysis unit, Central Hindi Training Institute, Pt. DeenDayal 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 Dept's official website.
9. Asstt. Director in charge, Short time intensive training, CHTI, 2-A Prithviraj Road, New Delhi-11
10. Asstt. Director in charge, Correspondence Course(Language), CHTI, 2-A Prithviraj Road, New Delhi-11

(Kamlesh Bajaj)
Deputy Director (NC)

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

Signature

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

Name and Full address of office with telephone number

E-mail ID.....

Hindi Training Centers under the Office of the Dy. Director (NC)
Session – July-November, 2020

S.No	Name of Training Centre	Phone No.
1.	Hindi teaching scheme, Level-6, East Block -7 R. K. Puram, New Delhi-66(Conference Hall)	011- 26175246
2.	Border Road Organization, Ring Road, New Delhi	011-25687114
3.	Union Public Service Commission (UPSC). Shahajahan Road, New Delhi.	011-23098591/4558
4.	Office of the Air Force Records, Subroto Park, New Delhi.	011-2569755/7529
5.	Tihar Jail, Tihar Jail Compus, Lajwanti Garden, New Delhi.	011-25615203
6.	Air Force Station, Tughlakabad, New Delhi	
7.	S.S.B., 25 th Bn. Ghitorani, New Delhi	
8.	Lady Harding Medical College, New Delhi	011-23456396
9.	Ram Manohar Lohiya Hospital, New Delhi.	
10.	National Agriculture research Institute, Pusa Campus, New Delhi.	
11.	Sports Authority of India, J.L.N.Stadium, New Delhi	
12.	National Science Centre, New Delhi	
13.	National Institute of Technical Training, office of The Accountant General, sector 17, Chandigarh	
14.	Central Industrial Security Force (CISF) 12 Wing, Air force Station Chandigarh	
15.	I.T.B.P Bhanu, Chandigarh	
16.	C.R.P.F Lalvas Jaipur (Rajasthan)	
17.	B.S.F Labana Camp Jaipur	
18.	C.I.S.F Aamer	
19.	Delhi Police Training School , Sector-9, Dwarka, New Delhi.	
20.	Delhi Police Training School , Jharondha Kalam, New Delhi.	
21.	IIFCL, Kidwai Nagar, New Delhi	

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

प्रशिक्षार्थी विवरण का प्रपत्र

प्रशिक्षण केंद्र का नाम:

प्रशिक्षण सत्र :

कक्षा का नाम/दीर्घकालिक भाषा प्रशिक्षण :

प्रशिक्षार्थी का नाम (हिंदी में):	Name of the Candidate: (IN BOLD LETTERS)
लिंग (स्त्री/पुरुष/ अन्य)	Gender (M /F/ other)
पिता/पति का नाम:	Father's/ Husband name:
प्रशिक्षार्थी का पदनाम :	Designation:
मातृभाषा:	Mother tongue:
हिंदी भाषा में ज्ञान का स्तर:	Knowledge of Hindi :
मंत्रालय का नाम:	Name of Ministry:
विभाग का नाम :	Name of Department:
नामित करने वाले अधिकारी का नाम तथा पदनाम:	Name & Designation of the Nominating officer:
कार्यालय का पूरा पता : ईमेल/दूरभाष:	Full office address With Email/ phone:
परीक्षा शुल्क भरने का बैंक विवरण: Bank details of Examination Fees:	
प्रशिक्षार्थी का दूरभाष/मो. Candidate's Phone/mob.	
प्रशिक्षार्थी का ई मेल : Email id of the Candidate :	
आधार सं: Adhaar No.	

दिनांक :

प्रशिक्षार्थी के हस्ताक्षर