

(O.M. No. 15/65/187-Dy. Dir. (Exam.)/4106 dated 20-7-87)

Proposal for improving the system of examination, has been under consideration since long. Keeping in view the suggestions made on 27-3-1987 by the Examination sub-committee constituted under the chairmanship of the Joint Director, Hindi Teaching Scheme, following decisions have been taken :—

- (1) Incentives, Awards & increments which are given on passing prabodh, Praveen, Pragya and Hindi Typing/Stenography examinations should be given on the basis of the results itself without waiting for the respective certificates.
- (2) Admissions to Praveen and Pragya classes should be given without waiting for the Examination results.
- (3) Evaluation of the answer books should be got done in the offices of Deputy Directors by the teachers, local capable officers/local retired teachers/officers of the Hindi Teaching Scheme. For this purpose T.A. and remuneration may be given according to rules.
- (4) Internal assessment with the beginning of the examination and viva-voce results with the expiry of the examination should be sent direct to the Examination Wing positively. Disciplinary action may be initiated against those teachers, who do not sent internal assessment in time.
- (5) Typing classes should be conducted daily instead of alternate days, with effect from August, 1987 session. The practice of allowing 5% concession for evaluation of answer books of Hindi Typing examinations should be continued as usual.*
- (6) Results of the examinations must be sent within one and half months from the date of Examination in order to avoid difficulty in filling up the forms and seeking admissions to the next class.
- (7) Results and certificates must be delivered immediately after receipt from the Examination Wing and copy of the delivering letter must also be endorsed to the Examination Wing.
- (8) Assistant Directors/Teachers of the Hindi Teaching Scheme should not be appointed as invigilators at the Examinations centres.
- (9) Teachers who take classes, should not be appointed as examiners for oral examinations.

*O. M. of over No. dt. 24-9-87

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- (10) Examination centres should be set up in Central Schools/Govt. buildings other schools according to convenience and proper arrangements for furniture electricity, water etc. should be made.
- (11) officer-in-charge/Deputy Directors should ensure that officers of the level of gazetted officers other than those of Hindi Teaching Scheme should be appointed as centre superintendents.
- (12) Question papers should be sent to the Centre superintendents 25 days before the examination date by the examination wing.
- (13) For conducting business relating to examinations, following dates must be strictly adhered to:—

Name of the Examination	Last date for obtaining forms from the examination branch	Last date for depositing the completed forms in the examination branch after which forms will not be accepted	Probable date of examination. Actual date will be intimated by the examination branch
1	2	3	4
Prabodh, Praveen and Pragya	30th December (For May Examination)	15th February (For May Examination)	Second/Third Week of May
	30th June (for Nov. Examination)	15th August (For Nov. examination)	Second/third Week of November.
Typing/Stenography	30th January (for July Examination)	15th March (for July Examination)	Second/Third Week of July
	31st July (for Jan. Examination)	15th September (for Jan. Examination)	Second/Third Week of January.

- (14) It shall be the responsibility of all the Deputy Directors, Assistant Directors and Teachers of the Scheme to strictly follow the above orders as it is a part of their duty to make the examination programme successful.

All the above quoted orders should be circulated amongst Ministries/Departments and all the offices of their respective regions/cities.

All the Deputy Directors (Implementation) are requested to make surprise visits for spot checking during examinations days in their respective cities.