

File No. 12012/03/2015- OL(Policy)

Government of India

Ministry of Home Affairs

Department Official Language

**NDCC-II Building, 'B' Wing  
4th Floor, Jai Singh Road  
New Delhi – 110001  
Dated 22 April, 2015**

Office Memorandum

**Subject:** Implementation of new practice based 'Parangat' course to make Central Government personnel proficient to carry out their official work in Hindi – regarding.

In compliance to the Presidential orders issued under the recommendation No. 16.7( a) of the Seventh Report of the Committee of Parliament on Official Language, a decision has been taken to implement a new practice based 'Parangat' course for all the personnel of the Ministries / Departments, their attached & subordinate offices, Public Sector undertakings / Statutory/Autonomous Bodies / Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government, who possess 'working knowledge of Hindi' to make them proficient to carry out their official work in Hindi.

2. This program will be implemented from the financial year 2015-16. The course classes will be conducted by Central Hindi Training Institute/ Hindi Teaching Scheme, Department of Official Language during office working hours.

3. Eligibility:-

All the personnel of the Ministries / Departments, their attached & subordinate offices, Public Sector undertakings / Statutory Bodies / Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government, who possess 'Working Knowledge of Hindi' will be eligible for this 'Parangat' training.

4. Contents of the course:-

(i). 'Parangat' course will be mainly based on practice, in which 80% of training time will be scheduled for practice and 20 percent time to discuss the theoretical aspects of the course.

(ii). Contents of the course will focus on the following topics:-

1. Administration 2. Finance 3. Banking 4. Science and Technology 5. Glossary of Terms

5. This course will be conducted by Central Hindi Training Institute under two arrangements.

(i). In first arrangement intensive training programme will be completed in 20 working days (160 Hrs)

(ii). In second arrangement training classes will be conducted for 1 hour or for 1 hour 30 minutes on alternate days. This programme will be completed in 05 months.

Central Hindi Training Institute will issue the course calendar.

6. Examination:-

The examination will be conducted at the end of the course as per conventional system.

  
( Poonam Juneja )

Joint Secretary to the Government of India

To,

1. All the Ministries/ Departments of Govt of India(with the request to bring contents of this Office Memorandum in the knowledge of all their attached & subordinate offices, Public Sector undertakings / Statutory/Autonomous Bodies / Enterprises/ Agencies/ Corporations & Nationalized Banks owned or controlled by the Union Government ).
2. Office of the Comptroller and Auditor General of India, New Delhi.
3. Union Public Service Commission, New Delhi.
4. Central Vigilance Commission, New Delhi.
5. Niti Aayog, New Delhi.
6. Election Commission of India, New Delhi.
7. Secretary, Parliamentary Committee on Official Language.
8. Ministry of Home Affairs and all the Attached and Subordinate Offices of Department of Official Language.
9. All Union Territories
10. All the officers/ sections/ desk of Department of Official Language.
11. Director, Central Hindi Training Institute
12. Senior principle private Secretary to Secretary (DoL)
13. Private Secretary to Joint Secretary (DoL)
14. Spare Copies (20)