

**INCENTIVE AND CASH AWARDS ON PASSING HINDI EXAMINATIONS UNDER HINDI TEACHING SCHEME, MINISTRY OF HOME AFFAIRS, GOVERNMENT OF INDIA.**

**Authority**  
BDL/TRG/Hindi  
Incen/84  
Dt.26-03-1984

A Scheme for payment of Incentives and cash awards has been introduced w.e.f. 01-03-1983 for passing Hindi Hindi Prabodh, Praveen, Pragya and Hindi Type-writing & Hindi Stenography examinations conducted by Hindi Teaching Scheme of the Department of Official Language, Ministry of Home Affairs, Govt. of India.

**Authority**  
Cir No. BDL/  
0179/5  
Dt.21-06-2004

**2. OBLIGATION :** Acquiring working knowledge of Hindi is obligatory for those who are eligible for training. A Three-stage examination system has been introduced as per GOI programme, as under :

### 3. STANDARDS

#### 3.1. PROBODH (PRIMARY COURSE) :

For those who do not possess working knowledge of Hindi.

#### 3.2 PRAVEEN (Middle COURSE) :

For those who possess primary knowledge of Hindi

#### 3.3 PRAGYA (HIGHER SECONDARY) :

For those who possess middle standard knowledge of Hindi.

#### 3.4 HINDI TYPING

#### 3.5 HINDI STENOGRAPHY

(NOTE : Details given in the Annexure – I)

### 4. ELIGIBILITY :

4.1 **Non-Technical** : Clerical, Wage Group-02 onwards & all Executives

4.2 **Technical** : Wage Group –05 onwards and all Executives

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**5. DURATION OF COURSE :**

Batch (1) January to May and Batch (2) July to November.

**5.1 DURATION OF CLASSES :**

Alternate day, One and Half Hour only.

**6. COURSE FEE :**

Course Fee will be paid by BDL. Help Literature & Stationery will be provided free of cost to trainees.

**7. EXAMINATION :** The Examinations are generally held in May & November only for One/Two day To and fro conveyance charges are given as per company rules for attending the examination and if the examination falls on a working day the attendance will be regularized as **On Duty**. However, there is **no provision of giving compensatory off** if the examination falls on Sunday or Holiday.

**8. CASH AWARD INCENTIVES :**

Details given in the Annexure – I

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## ANNEXURE - I

PROPOSED INCENTIVES AND CASH AWARDS ON PASSING EXAMINATIONS CONDUCTED BY THE HINDI TEACHING SCHEME, MINISTRY OF HOME AFFAIRS.

**Authority :** (1) Cir No.BDL/TRG/Hindi/Incen/83 dt.26-3-1984  
(2) Cir No.BDL/04/22/071/9 dt.06-03-1996

### 1 PRABODH

#### CASH AWARDS

Rs.400/- for securing 70% or more aggregate marks  
Rs.200/- for securing 60% or more but less than 70% marks  
RS.100/- for securing 55% or more but less than 60% marks

#### CONDITIONS

Employees having passed the Primary, equivalent or higher exam conducted by school authorities/Govt. Agency or a Private Body with Hindi as a subject or medium of exam, or whose mother tongue is Hindi or who belongs to 'B' & 'C' categories under Hindi Teaching Scheme viz. whose mother tongue is Punjabi, Urdu, Kashmiri, Sindhi-Category 'B' Marathi, Gujrathi, Bengali, Oriya, Assamese, Category 'C' or other allied languages will not be eligible for grant of Cash Awards.

#### 1.1 LUMP AWARDS

#### CASH AWARDS

For passing through own efforts Rs.250/-

#### CONDITIONS

Operational staff who cannot be spared, during office hours, subject to above conditions.

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## 2. PRAVEEN

### CASH AWARDS

Rs.600/- for securing 70% or more aggregate marks  
Rs.400/- for securing 60% or more but less than 70% marks  
RS.200/- for securing 55% or more but less than 60% marks

### CONDITIONS

(a) An employee who has already passed the middle standard equivalent or higher exam conducted by school authorities/Govt. Body or private body with Hindi as a subject will not be eligible for grant of Cash Awards.

(b) Employees belonging to 'B' category knowing Urdu, Punjabi, Kashmiri or other allied language will not be eligible for grant of Cash Award.

### 2.1 LUMP SUM AWARDS

For passing exam through own efforts Rs.250/-

### CONDITION

Operational staff who cannot be spared during office hours.

## 3. PRAGYA

### CASH AWARDS

Rs.600/- for securing 70% or more aggregate marks  
Rs.400/- for securing 60% or more but less than 70% marks  
RS.200/- for securing 55% or more but less than 60% marks

### CONDITIONS

An employee who have already passed the Matriculation, equivalent or higher examination conducted by Board/University Govt. Body or private body with Hindi as a subject or part of higher secondary examination or medium of examination or whose mother tongue is Hindi will not be eligible for the grant of Cash Awards.

#### 4 INCENTIVE

One advance Increment as personal pay to the extent of 12 months. It is enough if employee passes examination.

##### CONDITION

An employee who has already passed the Matriculation, equivalent or higher examinations conducted by Board or University or private body with Hindi as an elective, regular/additional or optional subject an employee whose mother tongue is Hindi and who can express himself well in Hindi, will not be eligible for the personal pay on passing the Pragma examination.

#### 5. LUMP SUM AWARDS

For passing examination through own efforts Rs.300/-

#### 6. HINDI TYPWRITING

##### CASH AWARDS

Rs.600/- for securing 97% or more marks

Rs.400/- for securing 95% or more but less than 97% marks

RS.200/- for securing 90% or more but less than 95% marks

##### 6.1 INCENTIVES

- (a) Personal pay equivalent in amount to 1 increment payable for 12 months

Condition : Hindi speaking employees.

An employee on passing Hindi Typewriting will not be eligible for the personal pay if he has already passed an examination in Hindi Typewriting.

- (b) Personal Pay equivalent in amount to 2 increment payable for 12 months

Condition : For non-Hindi speaking employees.

- (c) On passing Hindi exam conducted by Hindi Teaching Scheme, through their own efforts.



- (i) During Office hours Rs.50/-
- (ii) After Office hours Rs.75/-

## 7. HINDI STENOGRAPHY

### CASH AWARDS

Rs.600/- for securing 95% or more marks  
Rs.400/- for securing 92% to 94% marks  
RS.200/- for securing 88% to 92% marks

### 7.1 INCENTIVES ON PASSING

- (a) Personal pay equivalent in amount to 1 increment payable for 12 months

Condition : Whose mother tongue is Hindi.

- (b) Personal Pay equivalent in amount to 2 increment payable for 12 months

Condition : Whose mother tongue is not Hindi. An employee on passing Hindi Stenography examination will not be eligible for the personal pay if he has already passed an examination in Hindi Stenography.

## 8. LUMP SUM AWARDS

- 1. During Office Hours - Rs.100/-
- 2. After Office Hours - Rs.125/-

NOTE : All these employees have been classified into 4 categories as 'A', 'B', 'C' & 'D' according to their mother tongue.

'A' Hindi or any direct thereof.

'B' Urdu, Punjabi, Kashmiri and Sindhi

'C' Marathi, Gujurathi, Benjali, Oriya & Assamese.

'D' All South Indian Languages and Anglo-English.



**Authority** The Scheme for Cash Award/Incentive Scheme for  
*Cir. No.BDL/04/* the use of Hindi in Official work introduced in 1988  
*22/071/23* provides the following :  
*Dt. 14-07-1988*

## 1. ELIGIBILITY

- 1.1 Officers/Employees of all categories who do their official work wholly or partially in Hindi can participate in this scheme.
- 1.2 only those officers/employees will be eligible for cash award who write atleast 10 thousands words in Hindi during the year.

## 2. IN-ELIGIBLE

- 2.1 The Officers and staff members of Hindi Department are **not eligible** to participate.

## 3. CASH AWARD

- 3.1 The following cash awards will be given to the participants according to the work done by them in Hindi.

FIRST PRIZE	(2 prizes)	Rs.500/- each
SECOND PRIZE	(3 prizes)	Rs.300/- each
THIRD PRIZE	(5 prizes)	Rs.150/- each

## 4. CRITERIA FOR AWARDING PRIZES

- (a) For facilitating assessment a total of 100 marks will be allotted. Out of this 70 marks will be earmarked for the quantum of work done in Hindi and 30 for clarity in expression of thoughts.
- (b) The competitors whose mother tongue in Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya, or Assamese may be given additional weightage upto 20%. The exact weightage to be given to such an employee will be determined by the Assessment Committee. While doing so the Committee will also keep in view the standard of work of those officers/Employees who otherwise rank higher to him/her.

- (c) The competitors will maintain a record of the words written by them every day in the attached proforma. Each week's record will be verified and signed by the next higher officer and counter signed by the Divisional Head.
- (d) At the end of one year every competitor should submit the record of his/her work done in Hindi to the Assessment Committee through the Counter-signing Officer.

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