

Proforma for consideration for the grant of PERSONAL PAY for passing the Prabodh/Praveen/Pragya/ Hindi Typewriting/ Hindi-Stenography Examination and the Examination conducted after the Intensive Training Course.

1. Name of the Employee/Officer :
(in Block Letters)
2. Designation & Employee NO. :
3. (a) Gazetted/non-Gazetted :
(b) Class :
(c) Whether declared "operational" :
4. (a) Full address of the Office :
(b) Name of the administrative :
Ministry/Department :
5. (a) Are you an employee of :
(i) the Central Government :
(ii) any Union Territory / :
Administration :
(iii) Corporation etc. owned by the :
Central Government? :
(b) Whether your Office has been :
declared an Industrial :
Establishment ? :
(c) Do you belong to work-charged :
establishment ? :
6. Accountant General/Accounts :
Office concerned in whose books :
salary is adjusted. :
7. Date of birth :
8. Mother Tongue :
9. (a) Name of the course prescribed :
upto which you are required to :
be trained? :
(b) Is training in Hindi :
Typewriting or Hindi :
Stenography obligatory for :
you ? :
10. (a) Name of the Examination :
passed for which this claim has :
been made ? :
(b) Year and month of the :
Examination :
(c) Date of the declaration of the :
result :
(d) Marks obtained :
(e) Percentage of the marks :

11. (a) How did you pass the above examination :
(i) by private study :
(ii) by attending classes under the Hindi Teaching Scheme. :
(b) When did you receive training of the said course in the classes run by Hindi Teaching Scheme (if you had received training earlier also, please give details.) :
12. Had you appeared in the same Examination earlier also, if yes, then and with what results ? :
13. If you have passed any other examination of the Hindi Teaching Scheme, please give details ?
Please give details of other incentives, you have received. :
14. (i) Whether passed Matriculation or any equivalent or higher board / University etc. with Hindi as a subject in any form or Part of Higher Secondary examination viz. Class IX or X ? If Yes, please give details and indicate percentage of marks obtained in Hindi subject. :
(ii) Was Hindi a medium of any of the above examinations ? :
(iii) Whether passed the Middle or primary standard Examination with Hindi as a Subject. :
(iv) If you have passed any other Hindi Examination conducted by a Government Agency or by a private Body, please give details ? :

15. (a) Whether you had stated before joining the employment of the Central Government that
- (i) You know Hindi Typing i.e. you had a speed of 25 w.p.m. or more in Hindi Typing.
 - (ii) You know Hindi Stenography i.e. you had a speed of 80 w.p.m. or more in Hindi Stenography?
- (b) Whether you had previously received training in Hindi Typewriting or Hindi Stenography from an institution recognised by the Government? If so, please give details.

DECLARATION

The particulars given by me are true to the best of my knowledge and belief. I undertake to refund the personal pay, if I am eligible for the same, in case any of the above information is found to be false or inaccurate. I also undertake that disciplinary action may be taken against me for attempting to receive personal pay by making an inaccurate statement of facts.

Signature.....