



# देवनागरी लिपि लेखन अभ्यास पुस्तक

# Deskbook on Orthography of Devanagari Script







# केंद्रीय हिंदी निदेशालय

उच्चतर शिक्षा विभाग मानव संसाधन विकास मंत्रालय भारत सरकार

#### CENTRAL HINDI DIRECTORATE

Department of Higher Education Ministry of Human Resource Development Government of India

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## Central Hindi Directorate

Ministry of Human Resource Development (Department of Higher Education) Government of India



# केंद्रीय हिंदी निदेशालय

मानव संसाधन विकास मंत्रालय (उच्चतर शिक्षा विभाग) भारत सरकार

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संशोधित संस्करण 2019 Revised Edition 2019 प्रथम ई-संस्करण 2019

#### प्रकाशक :

#### केंद्रीय हिंदी निदेशालय

उच्चतर शिक्षा विभाग मानव संसाधन विकास मंत्रालय भारत सरकार पश्चिमी खंड-7, रामकृष्णपुरम, नई दिल्ली-110066

दूरभाष : 26105211

वेबसाइट : www.chd.mhrd.gov.in

www.chdpublication.mhrd.gov.in

#### Published by :

Central Hindi Directorate
Department of Higher Education
Ministry of Human Resource Development
Government of India

West Block - 7, Ramakrishnapuram

New Dehli - 110066 Phone : 26105211

Website: www.chd.mhrd.gov.in

www.chdpublication.mhrd.gov.in

# निदेशक की कलम से

केंद्रीय हिंदी निदेशालय का पत्राचार पाठ्यक्रम विभाग स्वयं में एक लघ् संस्थान सदृश है, जो विगत पचास वर्षों से हिंदी तथा विभिन्न क्षेत्रीय भाषाओं के माध्यम से हिंदी सीखने के इच्छुक हिंदीतर भाषी भारतीयों तथा विदेशियों को हिंदी सिखाने हेतु सतत संलग्न है। हमारा प्रयास है कि केंद्रीय हिंदी निदेशालय द्वारा तैयार शिक्षण सामग्री अधिसंख्य लोगों तक पहुँच सके और भारत सरकार के डिजिटल इंडिया के स्वप्न को भी व्यावहारिक रूप दिया जा सके । इस उद्देश्य की प्राप्ति हेतु निदेशालय की समस्त शिक्षण सामग्री का ई-संस्करण तैयार किया जा रहा है।

इस प्रक्रिया की नवीन कड़ी में देवनागरी लिपि लेखन अभ्यास पुस्तक का ई-संस्करण उपलब्ध कराते हुए मुझे अत्यंत हर्ष का अनुभव हो रहा है। पुस्तक में देवनागरी लिपि की लेखन प्रक्रिया को तीर एवं बिंदुओं के माध्यम से सरल एवं वैज्ञानिक ढंग से व्याख्यायित किया गया है। विश्वास है कि यह पुस्तक हिंदी सीखने के इच्छुक लोगों के लिए अत्यंत उपयोगी सिद्ध होगी। पुस्तक पर आपके सुझावों एवं प्रतिक्रियाओं की प्रतीक्षा रहेगी।

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निदेशक

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सह-संपादक

डॉ. नूतन पाण्डेय सहायक निदेशक

सहायक संपादक

डॉ. (श्रीमती) प्रतिष्ठा श्रीवास्तव सहायक अनुसंधान अधिकारी

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संपादक डॉ. (श्रीमती) अनुराधा संगर व्यूरो प्रमुख

> **डॉ. नूतन पाण्डेय** सहायक निदेशक

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> डॉ. प्रमोद कुमार शर्मा रीडर, केंद्रीय हिंदी संस्थान

प्रकाशन एवं मुद्रण व्यवस्था श्री हुकम चंद मीना सहायक निदेशक

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#### PREFACE

It gives me an immense pleasure to offer the new edition of Desk Book on orthography of Devanagari Script to its learners. The present Desk book is intended to serve as a writing book for learning Devanagari Script. Hindi is a prominent language with its roots in ancient language Sanskrit. One of the tremendous facts about learning Devanagari is that this script is absolutely based on phonetic principles, which means, the words in Hindi are pronounced, just as they are written.

We have tried to keep the script learning in this book with scientific approach and utmost clarity. The method of writing Devanagari has been designed in 13 small units. The individual letters are introduced in nine units with writing exercises. Unit I and II are related with vowel writing. Consonant writing is covered in III to X units. The combination of vowels with their signs (matras) and conjunct letters are unique in Devanagari Script and quite different with other languages. Keeping in view, these topics are dealt in individual sections. The script has been explained with the help of arrows and dots and adequate blank space has been provided against each item for writing practice. Letters are sequenced as they are arranged traditionally. Fifth lesson gives a brief look of symbols e.g. anuswar, anunasik, visarga and hal sign etc.

need of learners of Hindi in the country and abroad.

Suggestions and comments for further improvements are welcome.

I hope and have confidence that the present book which is based on the modern teaching and linguistics techniques will cater to a very significant

New Delhi

(Prof. Avanish Kumar) Director

#### INTRODUCTION

Hindi is a modern Indo-European language derived through Sanskrit, Pali, Prakrit and Apbhramsa. Hindi is written in Devanagari Script, which has evolved from the ancient Brahmi Script. Devanagari script is a left to right abugida (alpha-syllabary) script and is considered world's most scientific script because it is based and developed on the fundamental principles of phonetics. Devanagari script is one of the most adopted scripts of the world and mainly used to write Sanskrit, Hindi, Marathi, Nepali, Konkani, Dogri with many more other languages. Some salient features of Devanagari can be shown as follows:

- The orthography of Devanagari script is based on pronunciation and because of this; there is no conflict of spellings. There is a separate letter for each syllable ,that is called and each letter represents a distinct sound and for this reason one can write what he speaks.
- Devanagari script has a very significant and systemic arrangement of vowels and consonants that is called "Varnmala". The order of vowel and consonants is absolutely based on very precise scientific and phonetic principles of linguistics which consider both the manner and place of articulation of the letters they represent. It may be quite interesting for the researchers and linguists because Devanagari script has been using this order for centuries. This is the testament to the advanced knowledge of the study of phonetics on the soil of saints and sages that is called Bharat.
- The Devanagari script composed 46 basic characters involving 11 vowels (Swar) and 35 (33+2) consonants (Vyanjan). It has a few subsidiary symbols e.g. anuswara, anunasik, hal sign and visarg etc. It is also notable that Devanagari is extraordinarily

- capable to transcribe and express different sound variants and is flexible enough to write foreign sounds by attaching marks to the proximate grapheme.
- In Devanagari, the inherent 3f (schwa) is implicit in each consonant. The inherent 3f is normally muted finally and sometimes medially too, though it exists in writing. Thus, the word राम is pronounced as "ra:m", not "ra:ma". As all the consonants have inherent 3f, they are pronounced with the help of vowels, e.g. at has entity of ga and not of g.
- Each vowel, except 3f has special sign, which is called it's "Matra". Thus, the vowels have two distinct forms: the independent form and the dependent form. The independent form is used when the vowel letter comes individually. The dependent form is used when the vowel follows a consonant. Consonants without vowel are written with the help of right slanting stroke, put at the bottom of the consonant. This stroke is called "Hal sign".
- Each consonant in Hindi has full and half forms. While combining with other consonant, they take new form as per their structure.
   The various conjunct forms of the consonants are categorized on the basis of the mode of change involved.
- In Devanagari, each vowel has 3 scales as per the time Span of its pronunciation e.g. short, long and prolonged. There is only one three scale vowel combination "ओउम्", taken from Sanskrit.
- All vowels can be nasalised except ₹.This nasalisation of vowels is called "Anunasik" in Hindi.
- Hindi is a syllable based language and therefore, unlike English, stress is generally not meaningful in Hindi.
- A special diacritic mark, called "Ardhaswar" is sometimes used with the vowel आ to transcribe the English "o" vowel sound as in "college" (কাঁনিज), "doctor" (डॉक्टर) and "football" (फुटबॉल) etc.

 The horizontal headline that runs on letters, called "Shirorekha" is an integral and essential feature of Devanagari orthography and it should be put after finishing the letter.

Second language acquisition is quite complex process which requires extra effort, attention, time and patience. It may be more challenging and difficult for adult learners becoming fluent with a new alphabet or writing system. Keeping in view of all the facts, this book is specially designed for the beginners of any age group, keen in learning Orthography of Devanagari Script.

The mode of writing suggested in the present book is intended particularly for the learners of non-Hindi speaking Indians and foreigners, who are normally used to a script written above the line. For practice in the initial stage, the student has been recommended to draw the headline before writing a letter so that he is able to set his hand to correct and balanced shaping of letters. But soon after as he gains adequate practice in shaping the letters legibly and is able to switch over to fluent writing, he is advised to draw the headline after writing the letters of a word. The characters of the script has been given in their traditional orders, accompanied by Roman characters used to transliterate them and to give an approximate indication of the sound values, which they represent.

# Key of Transliteration

Alphabet	Phonetic transcription
31	а
आ	a:
इ	į.
ई	l:
3	u
35	u:
ऋ	ri
Ų	e
t	ai
ओ	0
औ	au
क	ka
ख	kha
ग	ga
घ	gha
ङ	ń
च	cha
छ	chha

Alphabet	Phonetic transcription
ज	ja
झ	jha
ञ	ñ
ज़	za
ट	ţa
ठ	tha
ड	da
ढ	dha
ण	0
इ	ŗa
چ	ŗha
त	ta
थ	tha
द	da
ម	dha
न	na
ч	ра
फ	pha

Alphabet	Phonetic transcription
ब	ba
भ	bha
ਸ	ma
फ़	fa
य	ya
₹	ra
ત	la
व	va
श	śa
ष	\$a
स	sa
ह	ha
क्ष	ksha
त्र	tra
ज	gya
श्र	śra

## Lesson 1

## **VOWEL WRITING**

## Unit 1

In this unit you will learn to write six vowels: 31, 311, इ, ई, 3, 3.

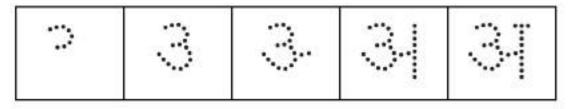
#### 3T

ЭТ	Phonetic transcription	Pronunciation
J	a	as 'u' in 'us'

Follow the steps carefully.



Join the dots.



Write the letter '31' without dots following the strokes as given above.

1 1 1 1 1			

#### эт

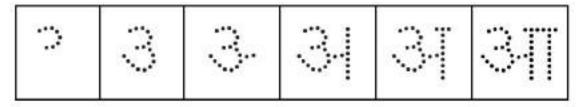
भा	Phonetic transcription	Pronunciation
311	a:	as 'a:' in 'father'

Follow the steps carefully.

Method of writing	3	3	3.	अ	अ	आ
-------------------	---	---	----	---	---	---

The technical difference between 37 and 317 is the length of the vowel.

Join the dots.



Write the letter '3T' without dots following the strokes as given above.

Let us practice.

317

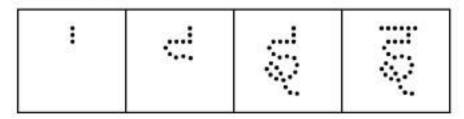
# ま

Ŧ	Phonetic transcription	Pronunciation
Ş	ï	as 'i' in 'it'

Follow the steps carefully.

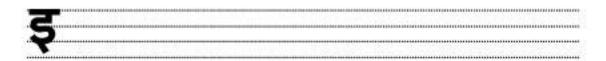
Method of writing	writing	145
-------------------	---------	-----

Join the dots.



Write the letter 'इ' without dots following the strokes as given above.

87	



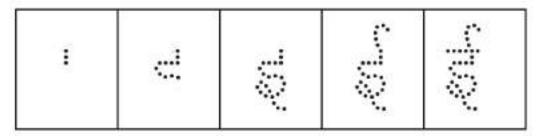
4. **\$** 

<u> </u>	Phonetic transcription	Pronunciation
ş	i:	as 'ea' in 'eat'

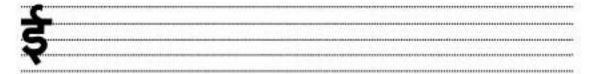
Follow the steps carefully.



Join the dots.



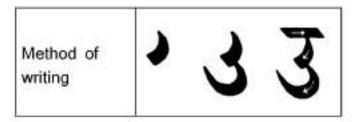
Write the letter '\$' without dots following the strokes as given above.



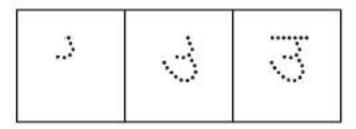
3

_	Phonetic transcription	Pronunciation
3	u	as 'u' in 'put'

Follow the steps carefully.



Join the dots.



Write the letter '3' without dots following the strokes as given above.

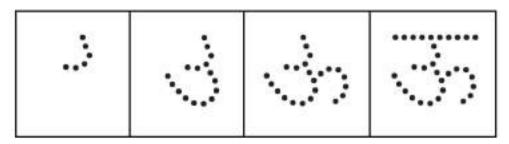
6. 3

-	Phonetic transcription	Pronunciation
<i>-</i> 5	u:	as 'oo' in 'too'

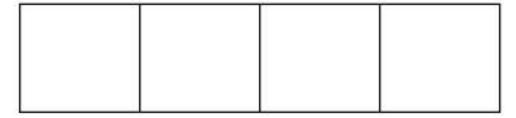
Follow the steps carefully.



Join the dots.



Write the letter '3" without dots following the strokes as given above.



#### Unit II

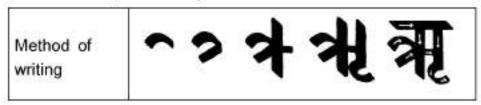
In this Unit you will learn five vowels : ऋ, ए, ऐ, ओ and औ.

#### 1. ऋ

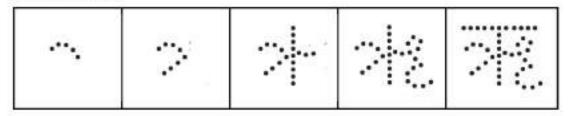
a.	Phonetic transcription	Pronunciation
76	ri	as 'ri' in 'trick'

In Hindi, 'ऋ' is not a vowel sound, but it is a combination of a consonant and a vowel: r + i. It occurs only in Sanskrit loan words.

Follow the steps carefully.



Join the dots.



Write the letter '東' without dots following the strokes as given above.

)	i i	ii -	

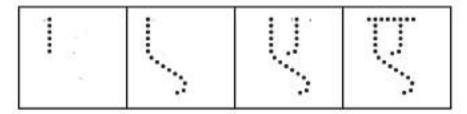
#### 2. v

т	Phonetic transcription	Pronunciation
Q	е	as 'a' in 'age'

Follow the steps carefully.

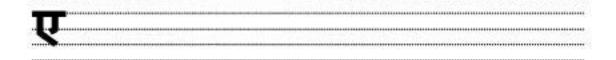
Method of writing	। ५एए
-------------------	-------

Join the dots.



Write the letter 'ए' without dots following the strokes as given above.

[]	



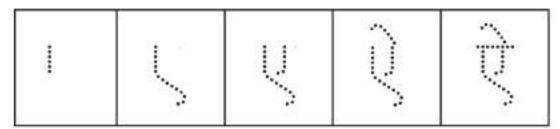
3. t

4	Phonetic transcription	Pronunciation
Ų.	ai	as 'a' in 'add'

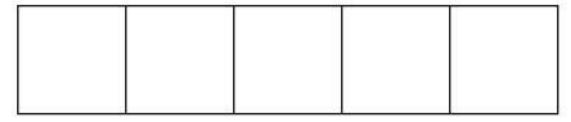
Follow the steps carefully.

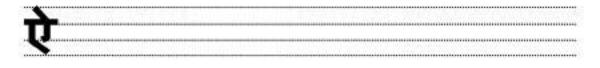
Method of writing

Join the dots.



Write the letter 'ਦੇ' without dots following the strokes as given above.



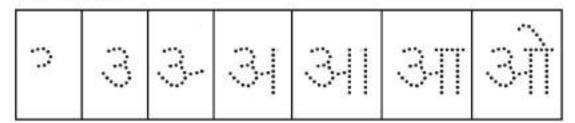


## 3ì

क्र	Phonetic transcription	Pronunciation
आ	0	as 'o' in 'open'

Follow the steps carefully.

Join the dots.



Write the letter '3ft' without dots following the strokes as given above.



Let us practice.

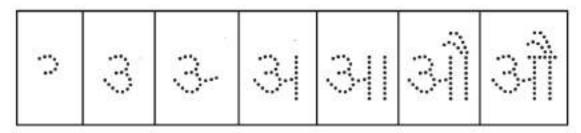
31

# 3計

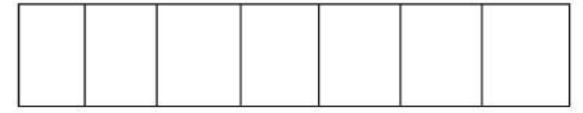
Hr.	Phonetic transcription	Pronunciation
311	au	as 'au' in 'autumn'

Follow the steps carefully.

Join the dots.



Write the letter '3ft' without dots following the strokes as given above.



Let us practice.

311

# Lesson 2 CONSONANT WRITING Unit III

In this Unit you will learn 5 consonants of 'क' varga : क, ख, ग, घ and ङ.

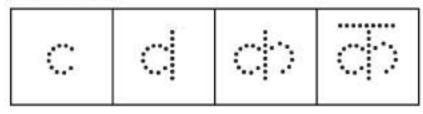
4	_
	en:

<b>—</b>	Phonetic transcription	Pronunciation
4	ka	as 'k' in 'skirt'

Follow the steps carefully.



Join the dots.



Write the letter 'क' without dots following the strokes as given above.

<b>a</b>	

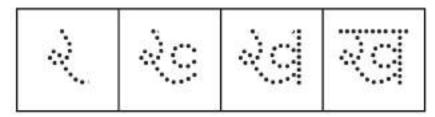
## 2. ख

क	Phonetic transcription	Pronunciation
ख	kha	as 'kh' in 'kha:li:'

Follow the steps carefully.

Method of writing

Join the dots.



Write the letter 'ख' without dots following the strokes as given above.



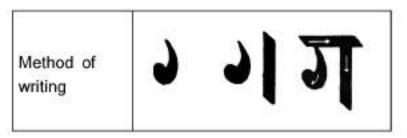
Let us practice.

ख

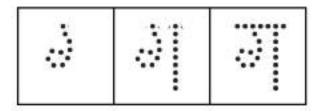
#### 可

ж	Phonetic transcription	Pronunciation
ग	ga	as 'g' in gun

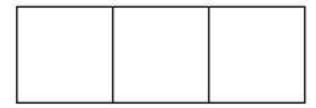
Follow the steps carefully.

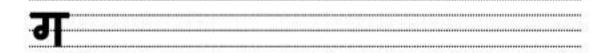


Join the dots.



Write the letter 'बा' without dots following the strokes as given above.





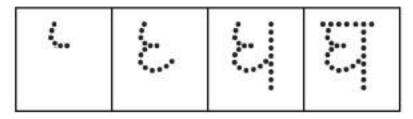
#### 4. **घ**

ਜ	Phonetic transcription	Pronunciation
घ	gha	as 'gh' in 'ghost'

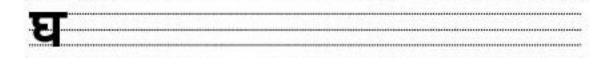
Follow the steps carefully.

Method of writing
-------------------

Join the dots.



Write the letter 'घ' without dots following the strokes as given above.



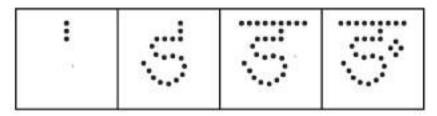
## 5. **弱**

	Phonetic transcription	Pronunciation
ङ	ń	as 'ng' in 'king'

Follow the steps carefully.

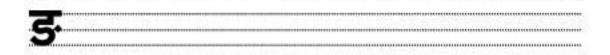
Method of writing	' 성 롱 종
-------------------	---------

Join the dots.



Write the letter 's' without dots following the strokes as given above.

	7



## Unit IV

In this Unit you will learn 5 consonants of च varga : च, छ, ज, झ, স alongwith ज़

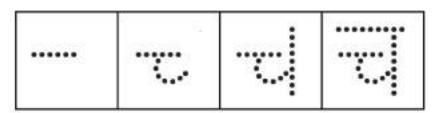
#### 1. **च**

=	Phonetic transcription	Pronunciation
ч	cha	as 'ch' in China

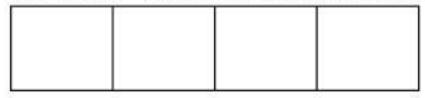
Follow the steps carefully.

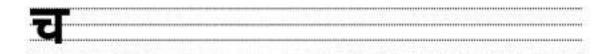
Method of writing	-	<b>J</b>	믹	च
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Join the dots.



Write the letter 'च' without dots following the strokes as given above.





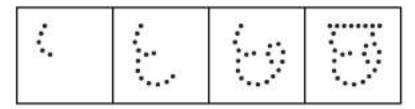
#### 2. 豉

	Phonetic transcription	Pronunciation
9	chha	as 'ch' in 'church-hill'

Follow the steps carefully.

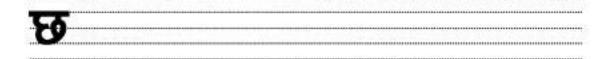


Join the dots.



Write the letter '3' without dots following the strokes as given above.





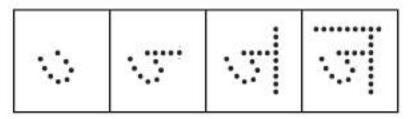
#### 3. ज

_	Phonetic transcription	Pronunciation
তা	ja	as 'j' in 'jug'

Follow the steps carefully.

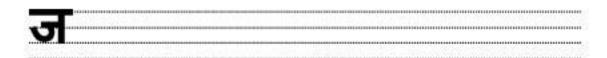


Join the dots.



Write the letter 'ज' without dots following the strokes as given above.

1 1 1		



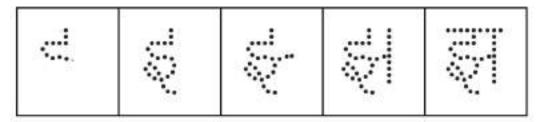
# 4. झ

ਕਾ	Phonetic transcription	Pronunciation
şı	jha	as 'jh' in 'Jhansi'

Follow the steps carefully.

Method of writing

Join the dots.



Write the letter 'झ' without dots following the strokes as given above.



Let us practice.

<del>ŞT</del>

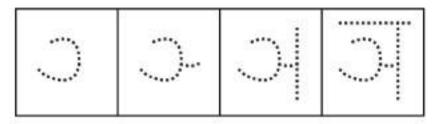
#### 5. ヨ

ਕ	Phonetic transcription	Pronunciation
거	ñ	as 'n' in 'punch'

Follow the steps carefully.

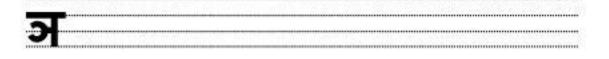


Join the dots.



Write the letter 's' without dots following the strokes as given above.





# ஏ

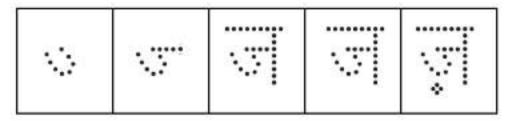
_	Phonetic transcription	Pronunciation
ড়া	za	as 'z' in razor

in Hindi, ज sound is borrowed from Arabic language. The difference between ज and ज is shown by putting nukta (dot) below the letter.

Follow the steps carefully.

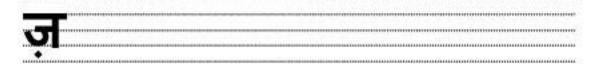


Join the dots.



Write the letter 'ज़' without dots following the strokes as given above.

- 0		
1	1	



# Unit V

In this Unit you will learn five consonants of z varga, z, ठ, इ, ভ, আ alongwith ş and ढ़ :

#### 1. ਟ

_	Phonetic transcription	Pronunciation
C	ţa	as 't' in 'pit"

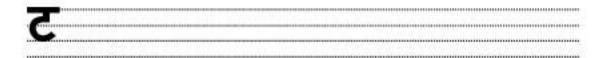
Follow the steps carefully.

Method of writing	١	C	3
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Join the dots.



Write the letter 'c' without dots following the strokes as given above.



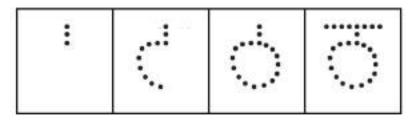
# 2. ਰ

_	Phonetic transcription	Pronunciation
0	tha	as 'th' in 'thug"

Follow the steps carefully.

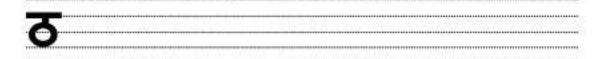


Join the dots.



Write the letter '5' without dots following the strokes as given above.





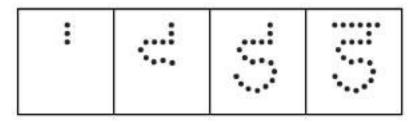
# 3.

_	Phonetic transcription	Pronunciation
ड	da	as 'd' in 'duck'

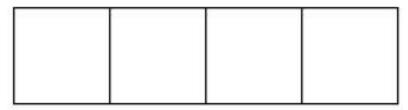
Follow the steps carefully.

Method of writing	١	9	ड	B
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Join the dots.



Write the letter 's' without dots following the strokes as given above.



Let us practice.

5

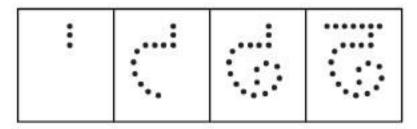
# 4. ढ

_	Phonetic transcription	Pronunciation
G	dha	as 'd' in 'Dacca'

Follow the steps carefully.

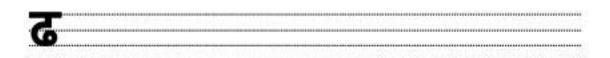


Join the dots.



Write the letter 'ढ' without dots following the strokes as given above.





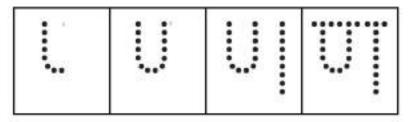
# 可

ਗ	Phonetic transcription	Pronunciation
νĮ	ņa	as 'n' in 'Ganesha'

Follow the steps carefully.



Join the dots.



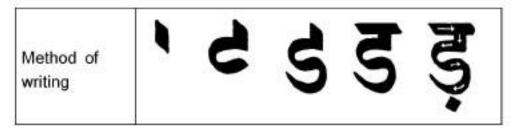
Write the letter 'or' without dots following the strokes as given above.

6. **g** 

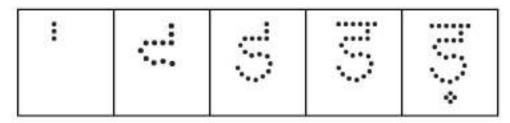
-	Phonetic transcription	Pronunciation
Ş	га	as 'r' in 'party'

This letter was added at a later stage in Hindi alphabets and it appears only in the middle or end of a word, and never occurs initially.

Follow the steps carefully.

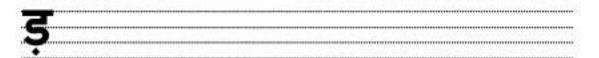


Join the dots.



Write the letter '\$' without dots following the strokes as given above.



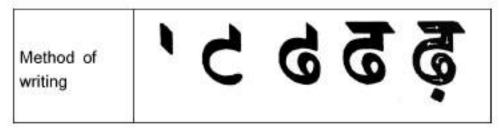


# 7. 硣

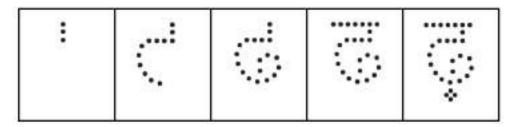
_	Phonetic transcription	Pronunciation
Ġ	rha	as 'rh' in 'Aligarh'

This letter was also added at a later stage in Hindi alphabets and it appears only in the middle or end of a word, and never occurs initially.

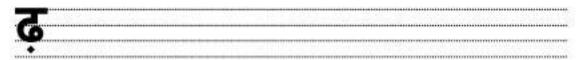
Follow the steps carefully.



Join the dots.



Write the letter '\$\opi'\$ without dots following the strokes as given above.



# Unit VI

In this Unit you will learn five consonants of त varga : त, थ, द, ध and न.

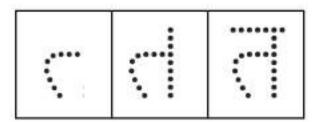
#### 1. a

_	Phonetic transcription	Pronunciation
a	ta	as 't' in 'Bharat'

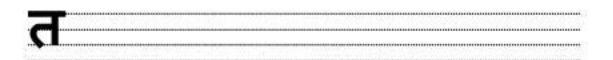
Follow the steps carefully.

Method of writing	7	त	त
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Join the dots.



Write the letter 'त' without dots following the strokes as given above.



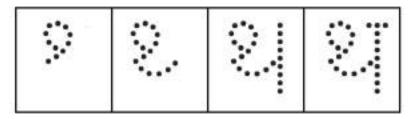
# 2. थ

9T	Phonetic transcription	Pronunciation
ય	tha	as 'th' in 'path'

Follow the steps carefully.

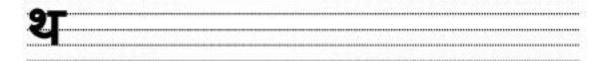


Join the dots.



Write the letter 'থ' without dots following the strokes as given above.

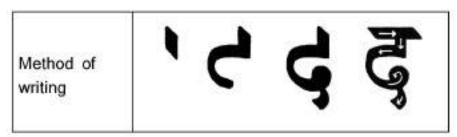




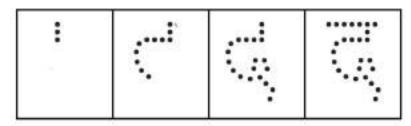
# 3.

-	Phonetic transcription	Pronunciation
9	da	as 'd' in 'Hindi'

Follow the steps carefully.

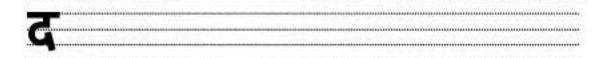


Join the dots.



Write the letter 'द' without dots following the strokes as given above.





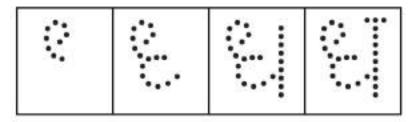
# 4. **ध**

ध	Phonetic transcription	Pronunciation
વ	dha	as 'dh' in 'Gandhi'

Follow the steps carefully.

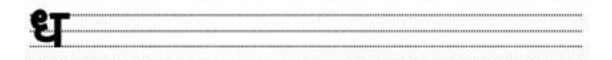


Join the dots.



Write the letter 't' without dots following the strokes as given above.





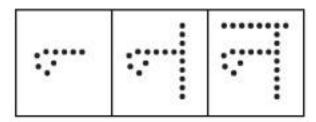
# 可

_	Phonetic transcription	Pronunciation
ল	na	as 'n' in 'pen'

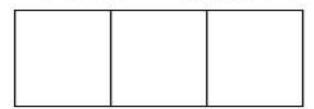
Follow the steps carefully.

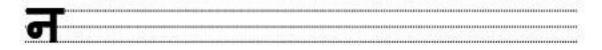


Join the dots.



Write the letter 'न' without dots following the strokes as given above.





# Unit VII

In this Unit you will learn five consonants of 'प' varga प, फ, ब, भ, म along with फ़.

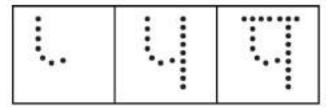
#### 1. **प**

т	Phonetic transcription	Pronunciation
ч	ра	as 'p' in 'Patna'

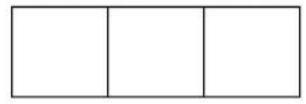
Follow the steps carefully.



Join the dots.



Write the letter 'प' without dots following the strokes as given above.



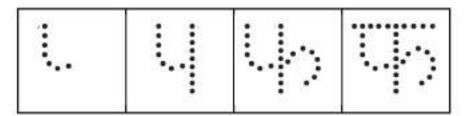
# 中

TE	Phonetic transcription	Pronunciation
ч	pha	as 'ph' in 'sphinx'

Follow the steps carefully.

Method of writing

Join the dots.



Write the letter 'फ' without dots following the strokes as given above.



Let us practice.

**5** 

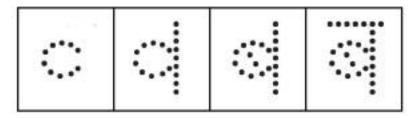
# る。

ਕ	Phonetic transcription	Pronunciation
d	ba	as 'b' in 'bat'

Follow the steps carefully.

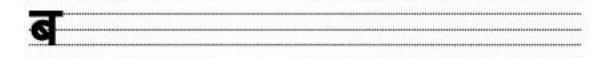


Join the dots.



Write the letter 'ৰ' without dots following the strokes as given above.





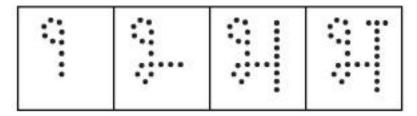
# 4. at

भ	Phonetic transcription	Pronunciation
म	bha	as 'bh' in 'Bharat'

Follow the steps carefully.

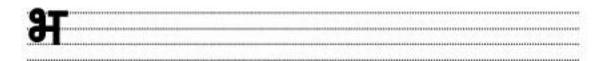


Join the dots.



Write the letter 'भ' without dots following the strokes as given above.





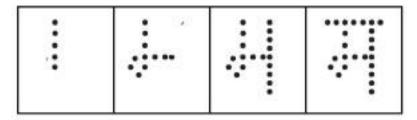
# 5. **म**

ਸ	Phonetic transcription	Pronunciation
4	ma	as 'm' in 'mother'

Follow the steps carefully.

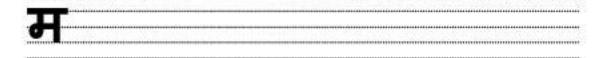


Join the dots.



Write the letter '#' without dots following the strokes as given above.





6. फ

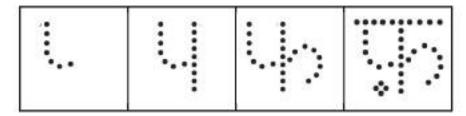
TE	Phonetic transcription	Pronunciation
ч	fa	as 'f' in 'fun'

Follow the steps carefully.

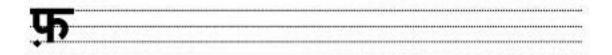
Method of writing



Join the dots.



Write the letter 'फ' without dots following the strokes as given above.



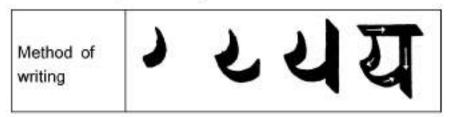
# Unit VIII

In this Unit you will learn four consonants : य, र, ल and व.

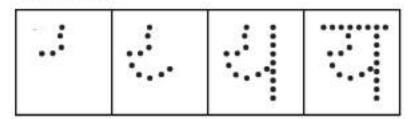
# 4

ж	Phonetic transcription	Pronunciation
ય	ya	as 'y' in 'young'

Follow the steps carefully.



Join the dots.



Write the letter 'य' without dots following the strokes as given above.



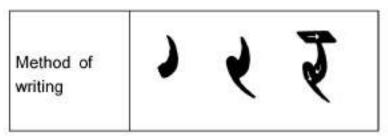
Let us practice.

<u>ચ</u>

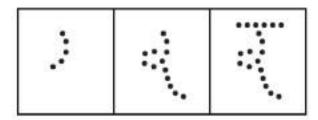
# 2. ₹

-	Phonetic transcription	Pronunciation
*	ra	as 'r' in 'run'

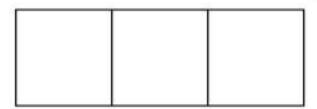
Follow the steps carefully.

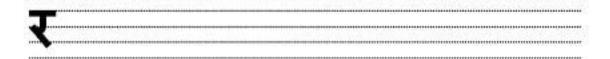


Join the dots.



Write the letter 't' without dots following the strokes as given above.





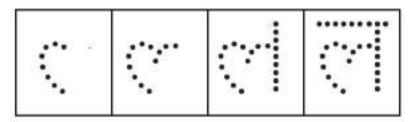
# ल

<b>-</b>	Phonetic transcription	Pronunciation
ભ	la	as 'l' in 'love'

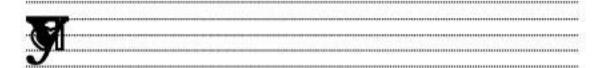
Follow the steps carefully.



Join the dots.



Write the letter 'ਜ' without dots following the strokes as given above.



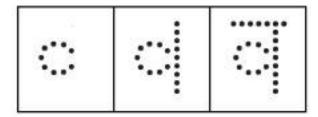
# 4. a

-	Phonetic transcription	Pronunciation
व	va	as 'v' in 'verb'

Follow the steps carefully.

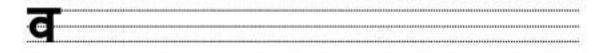


Join the dots.



Write the letter 'व' without dots following the strokes as given above.





# Unit IX

In this Unit you will learn these four consonants : श, ष, स and ह.

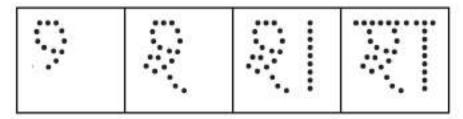
### श

QT	Phonetic transcription	Pronunciation
रा	śa	as 'sh' in 'shade'

Follow the steps carefully.

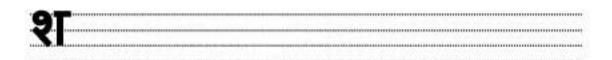
Method of writing	
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Join the dots.



Write the letter '%" without dots following the strokes as given above.

	133	



# 2. **प**

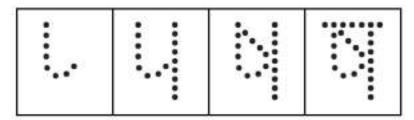
RT.	Phonetic transcription	Pronunciation
٩	şa	as 'sh' in 'shut'

'ম' is used only in a few borrowed words from Sanskrit.

Follow the steps carefully.

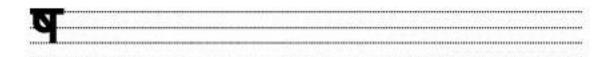


Join the dots.



Write the letter '\(\forall '\) without dots following the strokes as given above.

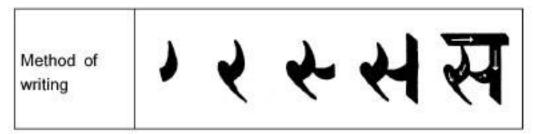




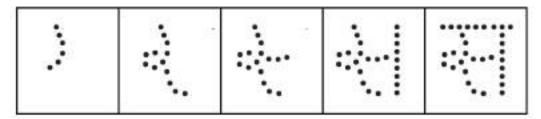
# 3. स

-	Phonetic transcription	Pronunciation
KI	sa	as 's' in 'sun'

Follow the steps carefully.

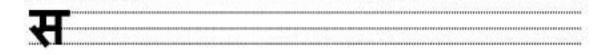


Join the dots.



Write the letter 'स' without dots following the strokes as given above.



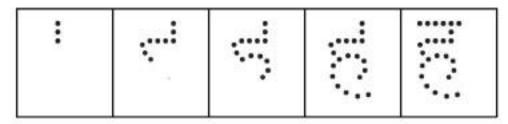


-	Phonetic transcription	Pronunciation
F	ha	as 'h' in 'hen'

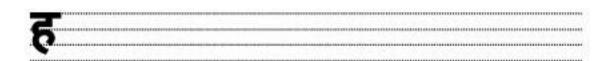
Follow the steps carefully.

Method of writing	1	4	5	B	
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Join the dots.



Write the letter 'ह' without dots following the strokes as given above.



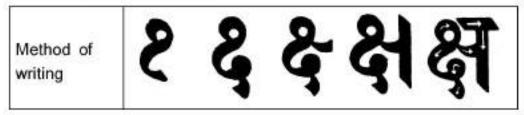
# Unit X

In this Unit you will learn traditionally specified four conjunct letters : क्ष, য, স and প্ৰ.

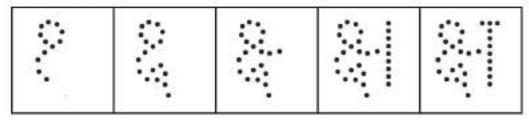
#### 1. at

ОТ	Phonetic transcription	Pronunciation
জা	ksha	as 'ksh' in 'akshar'

Follow the steps carefully.



Join the dots.



Write the letter 'at without dots following the strokes as given above.

Let us practice.

**श** 

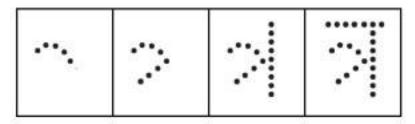
# 3

<b>a</b>	Phonetic transcription	Pronunciation
7	tra	as 'tr' in 'patrakar'

Follow the steps carefully.

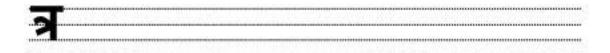


Join the dots.



Write the letter 'a' without dots following the strokes as given above.





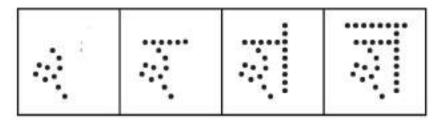
# 3. 可

_	Phonetic transcription	Pronunciation
रा	gya	as 'gya' in 'gyan'

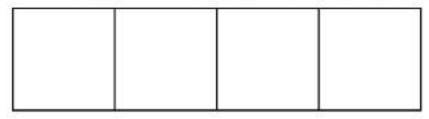
Follow the steps carefully.

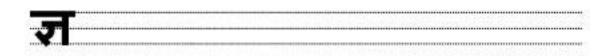


Join the dots.



Write the letter 'র' without dots following the strokes as given above.





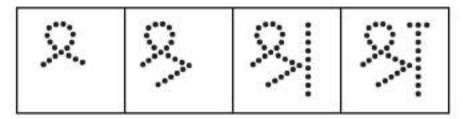
# 4. AT

ŅΤ	Phonetic transcription	Pronunciation
71	śra	as 'shr' in 'shred'

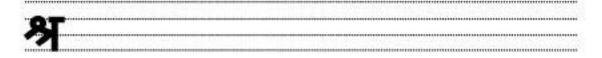
Follow the steps carefully.



Join the dots.



Write the letter '9r' without dots following the strokes as given above.



# Lesson 3 Vowel and Vowel Signs

# Unit XI

Devanagari script has unique signs for each vowel except for '3'.

These signs are called matras.

In this unit, we will learn to form words combining consonants with different vowel signs.

# **'3T'**

As we have known earlier in the introduction part, that 3T (a) has no vowel sign, and it is inherent in all the consonants.

Let us see some words:

अब	कर	नमक	अचार	
अगर	ਧਕ	कमल	अवसर	
असर	बस	कलम	अजगर	

Now please try to write :

अजर	***************************************	***************************************	***************************************
अमर	***************************************		
असर		***************************************	
अदरक		***************************************	***************************************
अरहर	*****************	***************************************	

# Vowel sign of '311' (1)

Vowel sign of 'HT' ( T ) is placed after the consonant, e.g.

क् + आ (1) = का

च् + आ (ा) = चा

प + आ (1) = पा

त् + आ (1) = ता

# Let us practice :

न् + आ =	0000	प् + आ =	arones
ख् + आ =	1000111	फ् + आ =	1000111
ग् + आ =	1,4114111	त् + आ =	
च् + आ =		ज् + आ =	

Vowels and vowel signs may come in initial, medial and final stage of a word.

Initial	Medial	Final
ЭП	काम	रमा
आज	काल	मना
आम	पास	गला
आप	गान	कमा

Now please try to write the following words:

आप		चाचा	
आग		काला	10000010000
लाल	494444444	कमला	
खास	*********	गमला	

Observe the following pairs in order to grasp the difference between '31' and '311'.

कम - काम	कल - काल
मन - मान	गल - गाल
जन - जान	पल - पाल
वर - वार	सर - सार

#### Exercise

1. Please write the letters having vowel sign '311':

Example: नाम - ना

दवा	******
साफ	********
तबला	
गाना	*********

2.	Please	write	five	words	having	vowel	sign	<b>'311'</b>	
----	--------	-------	------	-------	--------	-------	------	--------------	--

1.	***********************
1.0	

# Vowel sign of 'ま'(f) and ま(f)

\$ (f) - Vowel sign of '\$' is placed before a consonant, e.g.

# Let us practice:

स् + इ =	100.000	च् + इ =	10040501
ब् + इ =		म् + इ =	
न् + इ =		फ्+इ=	
र् + इ =		घ + इ =	

#### Let us see some words:

इन	दिल	कविता	नीति
इसका	पिता	बहिन	गीति
इलाका	किताब	महिला	मति
इतवार	लिखना	गणित	रीति

# Now please try to write :

इस	 मिठाई	 निकलना	
इतना	 रजाई	 मिलन	
इसका	 कमाई	 पति	

\$ (1) - vowel sign of \$ (1) is placed after a consonant, e.g.

क् + ई (ी) = की 
$$+$$
 ई (ी) = गी

# Let us practice:

स् + ई =		च् + ई =	********
ब् + ई =		म् + ई =	
न् + ई =	*********	फ्+ई=	
र् + ई =	**********	घ् + ई =	*******

### Let us see some words:

ईख	कील	नमकीन	नाई	नानी
ईमान	नीम	जमीन	काई	दादी
ईनाम	खीरा	कारीगर	राई	घड़ी

# Practice writing words having vowel sign ---

चाबी	 चील	
टाई	 नगीना	
मीठा	 रसीला	
कहानी	 काकी	
बीमार	 लाली	

# Observe the contrast between '\$' and '\$' :

पिता - पीता	किला - कीला
गिला - गीला	सिला - सीला

# Exercise

1. Please write the letters having vowel sign 'f'

निकल .....

मालिन .....

टिकट .....

खिलना .....

ਕਿਧਿ .....

Please write the letters having vowel sign 'Y'

नदी .....

दही .....

तारीफ .....

बीमार .....

ਸੀਨਾ .....

सही .....

# Vowel signs of 3 ( ) and 5 ( )

3 ( , ) - Vowel sign of 3 is placed below the letter, e.g

# Let us practice

ट् + उ =	20000000	क् + उ =	2000000
त् + उ =		ज् + उ =	
ų + 3 =		द् + उ =	********
स् + उ =	***************************************	ध् + उ =	***************************************

#### Let us see some words :

उस	बुरा	साबुन	मनु
उतना	गुलाब	बहुत	दयालु
<b>उसका</b>	कुरता	साबुत	सिंधु
उजाला	बुखार	अनुपम	तेलुगु

# Now please try to write :

उगना	********	गुलाम	*********
पुल	*********	घुसना	**********
सुख	************	दुकान	************
खुला		काबुल	
बुलबुल	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	चुलबुल	*********

# 3 ( ) - vowel sign of 3 is placed below the letter, e.g.

# Let us practice

ट् + ऊ =	100111111	क् + ऊ =	
<b>ਰ੍ + 3</b> 5 =		ज् + ऊ =	1,,,,,,,,,
प् + ऊ =		द् + ऊ =	**********
स् + ऊ =		ध् + ऊ =	23444444

#### Let us see some words :

ऊब	दूध	कपूर	टापू
<b>उ</b> न	फूल	खजूर	बालू
<b>ऊ</b> पर	चूहा	कबूतर	चालू
<b>ऊ</b> सर	भूलना	तरबूज	आल्

# Now please try to write :

पूजा	***************************************	उल्लू	3000000000
भूखा	************	काल्	
घूमना		खरब्ज	***************************************
भाल्		झाडू	

## Observe the contrast of '3' and '3"

उन - ऊन	j
कुल - कूल	j
सुख - सूख	
दयालु - आलू	

It is worth attention that with the consonant 't' vowel signs of '3' and '3' are added in the middle and not in the bottom, e.g.

#### Exercise

 Please identify the words with vowel signs 3 and 3 and write in separate columns.

शब्द	3	3
कुल		
म्ल		
जरूर		
पुस्तक		
रूप		
रुलाना		

2. Now please try to write

रुपया		रूस	
रुलाना	*************	रूठना	
करुण	**********	गरूर	**********

## Vowel sign of 泵 (, )

Traditionally, 驱 is a vowel, but in modern Hindi, this vowel is pronounced as a combination of a consonant and a vowel 'r + i' not 'r + u' as in Sanskrit and some Indian languages. It occurs only in Sanskrit Ioan words, e.g.

ऋषि	वृक्ष	अमृत	पितृ	
ऋतु	कृपा	आकृति	मातृ	

Since 泵 is treated as vowel, it has a vowel sign, which is placed below the consonant, e.g.

Let us practice

प् + ऋ =		घ् + ऋ =	••••••
ग् + ऋ =	***********	न् + ऋ =	
स् + ऋ =		व् + ऋ =	********
म् + ऋ =		ल् + ऋ =	

Now please try to write

ऋण	***********	ਬ੍ਰਕ	***********
मृत		गृह	
कृति	***************************************	सृजन	***************************************

# Vowel signs of ए ( ~ ) and ऐ ( ~ )

ए (`) - Vowel sign of ए is placed above the headline of consonant, e.g.

### Let us practice

च् + ए =	******	₹ + ए =	*******
त् + ए =		ख् + ए =	
ਸ੍ + ए =		ज् + ए =	2000000
फ् + ए =		प् + ए =	

#### Let us see some words :

एक	लाइए	नेक	सफेद	नाले
एकल	जाइए	मेल	नरेश	ताले
एकमत	खाइए	बेल	जलेबी	काले
एकमात्र	नहाइए	लेना	बरेली	ਗਕੇ

### Now please try to write :

सेब		सेर	
मेज		शेर	
देना		कलेजा	
बेटा	*********	आइए	

ऐ (-) - Vowel sign of ऐ is also placed above the headline of consonant, e.g.

## Let us practice

च् + ऐ =	***********	₹ + ऍ =	
त् + ऐ =	**********	ख् + ऐ =	**********
ਸ੍ + ऐ =		ज् + ऐ =	*********
फ्+ऐ=		प् + ऐ =	naman

### Let us see some words :

ऐब	पैना	बेचैन
ऐरावत	मैना	ਕਠੈਰ
ऐनक	हैरान	है

## Now please try to write :

ऐसा	 सैर	
ऐयाश	 खैर	
पैसा	 कैलाश	
फैलना	 तैरना	

Observe the contrast between ए (`) and ऐ (')

हे - है	बेर - बैर
मेला - मैला	मेल - मैल
बेल - बैल	सेर - सैर

#### Exercise

Please identify the words with vowel signs ₹ and t and write in separate columns.

शब्द	v	ऐ
देश		
पैदल		
रेशमी		
ऐसे		
मैदान		
सैर		

# Vowel signs of 新(1) and 新(1)

新() - Vowel sign of 新() is placed above the headline of consonant, e.g.

### Let us practice

ग् + ओ =	,,,,,,,,,,,	ह + ओ =	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
प् + ओ =		य् + ओ =	
ल् + ओ =	*********	ब् + ओ =	
द् + ओ =		म् + ओ =	

#### Let us see some words :

ओर	आओ	होना	चकोर
ओस	जाओ	बोरा	कटोरी
शोर	खाओ	पोल	अनोखा

### Now please try to write :

मोर	 होली	
रोटी	 खटोला	
गोरा	 मनोरध	201200000000000000000000000000000000000
बोलना	 भरोसा	
कोयल	 कटोरा	
सरोकार	 गाओ	

新(1) - Vowel sign of 新(1) is also placed above the headline of consonant, e.g.

# Let us practice

ग् + औ =	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ह + औ =	**********
प् + औ =		य् + औ =	
ਕ੍+ औ =		ब् + औ =	
द् + औ =		म् + औ =	

#### Let us see some words :

और	जौ	पकौड़ी
औरत	सौ	कटौती

# Try to write words:

मौ		सौ	
कौन		मौन	************
नौकर		हौसला	**********
मौसा		मनौती	
पौधा	200000000000000000000000000000000000000	कचौड़ी	
पकौड़ा	***********	समझौता	*******

Observe the contrast between 'ओ' and 'औ'

ओर - और	
कोड़ा - कौड़ी	
जो - जौ	
सो - सौ	

## Exercise

Please identify the words with vowel signs ओ and ओ and write in separate columns.

ओ	3ft
- 52	
**	
	311

# Lesson 4 Conjunct Letters

### Unit XII

A conjunct is a combination of two or more consonants with no vowel including the inherent '3'. Only the final consonant has its inherent vowel '3'. In Hindi every consonant has two forms:

- 1. Full form with inherent '3f'
- Half consonant form.

Half forms of consonants are formed in three ways:

(i) By dropping the final vertical line:

Full form of Consonant	Mode of change	Modified form in words
ख	<i>₹</i>	मुख्य
ग	7	ग्यारह
घ	£	विघ्न
च	5	बच्चा
ज	উ	राज्य
ण	υ	पुण्य
त	7	कुत्ता
थ	٥	कथ्य
ម	3	ध्यान
न	÷	अन्य
ч	τ	प्यास
ब	3	डिब्बा

भ	4	सभ्य
म	I	तुम्हारा
य	3	अय्यर
ल	₹	हल्दी
श	হ	नाश्ता
ष	7	शिष्य
स	4	खस्ता

### (ii) By curtailing a tail.

Consonants which end in round curve, while making a conjunct, the curve is removed :

क	व	पक्का, क्या
দ	Ψ.	दफ्तर, मुफ्त

(iii) By placing hal (\_) sign at the bottom in consonants having round shape which indicates that inherent '3f' is dropped, e.g.

ट	ट्	चिट्ठी
द	ζ	युद्ध
ਰ ਂ	ठ्	पाठ्य
ड	ड्	बुड्ढा
ढ	ढ्	धनाढ्य
ह	ह	चिह्न

#### Please note

The combination of 't' with other letters is an exception.

 (i) Where 'T' occurs as the first member of a conjunct letter, it is represented by a hook (-) placed over the second letter, e.g.

(ii) When 't' occurs as the second member of a conjunct letter, it is represented by a vertical stroke placed towards the lower left of the first letter, e.g.

- (iii) In combination with  $\overline{c}$  and  $\overline{s}$ , ' $\overline{t}$ ' is represented by an inverted v
- ( ) below the consonant

Now try to write the conjunct letters

अच्छा	***************************************	रास्ता	
बच्चा	***************************************	प्याला	
ज्वाला		सस्ता	***************************************

मक्खन		अक्त	***************************************
हफ्ता	ammumann.	क्लास	***************************************

गुड्डा	***************************************	रद्द		***************************************
छुट्टी		. ब्रह्मपु	<b>a</b>	
कर्म		मूर्ख		
गर्म	***************************************	मुर्गी	20100	
दर्द		<b>आ</b> र्ट	30100	********
अर्थ		अर्जी	15.11	
प्रजा		ਕ਼ਰ	,,,,,	
भ्रम	0.0000000000000000000000000000000000000	क्रम		
ट्रक		1		
ड्रम		1		
Exercise  1. Trans	scribe the foll	owing into	Devna	ıgari Script
			-	
patta:				
i:shvar				

bhram

# Please rewrite the following words twice :

विश्व	 ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
नन्हा	 
अस्पताल	 
मुफ्त	 
अच्छा	 
खट्टा	 
अप्सरा	 

### Lesson 5

## Special Signs

#### Unit XIII

# Anuswar (-)

When nasal consonants (জ, স, ण, ল, म) are combined with a homogeneous consonant or with য ব ল ব গ গ ল ह are represented by a dot (—) over the preceding vowel. This sign is called 'Anuswar'. This Anuswar assumes the sound of the nasal of class to which the following consonant belongs. For example:

अंक, पंख, गंगा, कंघा

 It is pronounced as স (palatal) while followed by consonants of 'च' varga (च, ড, ज, झ), e.g.

चंचल, पंछी, मंजन, झंझट

घंटा. कंठ. ठंडा

संत. पंथ. गंदा. धंधा

5. It is pronounced as म (bilabial) while followed by consonants of 'प' varga, (प, फ, ब, भ) e.g.

कंप, गुंफन, अंबा, खंभा

- It is pronounced as per the place of articulation of the particular consonant, such as
  - य संयम
  - र संरचना
  - ल संलग्न
  - व संवाद
  - श संशय
  - स संसद
  - ह संहार
- A nasal consonant combined with another nasal consonant is not represented by Anuswar. It retains its original form, such as -

अन्य	भिन्न	
तुम्हारा	अन्न	j
अम्मा	सन्नाटा	
जन्म	सम्मान	Ī

# Anunasik (-)

Nasalised vowel or nasalization is different from anuswara, as anuswara has consonant value whereas anunasika is a modification of vowel, i.e., the vowel is uttered simultaneously through the nose. Anunasik does not follow a vowel like anuswara but changes the very vowel quality by adding nasal colour to it. It is represented by a sign (—) called chandrabindu and it placed above the letter.

The learners are therefore cautioned not to confuse these two linguistic entities. Anunasika has unique entity and this can change the meaning.

सास - सॉस	पूछ - पूँछ
है - हैं	हंस - हॅस
कहा - कहाँ	

# Hal sign (\_)

When the simple consonant without the inherent 'आ' is specifically to be expressed, a sign of हल ',' (a right slanting stroke) is put below the letter, e.g.

## Visarg sign (:)

The sign (:) is called visarg. It has the sound of voiced 'ह'. It occurs almost exclusively in Sanskrit words used in Hindi, e.g.

अतः प्रायः प्रातः

पुनः सामान्यतः फलतः

This sign should not be confused with the colon sign.

#### Exercise

Please transcribe the following words into Devanagari :

pankh	
khamba:	***************************************
andar	

gambhi:r	***********
amba:	***************************************
pump	***************************************

# 2. Write down the words legibly :

<u>उंट</u>	
ऑस्	
में	
हँस	

## Annexure-I

# Combination of Vowel Signs with Consonants

क	का	कि	की	कु	क्	के	कै	को	कौ	कं	क:
ख	खा	खि	खी	खु	ख्	खे	खै	खो	खाँ	खं	ख:
ग	गा	गि	गी	गु	गू	गे	गै	गो	गौ	गं	ग:
घ	घा	घि	घी	घु	घ्	घे	ដ	घो	<b>ដាំ</b>	घं	घ:
च	चा	चि	ची	चु	च्	चे	चै	चो	चौ	चं	च:
छ	छा	ত্তি	छी	ङ	छू	छे	छै	छो	ত্তা	छं	छ:
ਗ	जा	जि	जी	जु	जू	जे	जै	जो	जौ	जं	ज:
झ	झा	झि	झी	झु	झ्	झे	झै	झो	झौ	झं	झ:
ट	टा	टि	टी	टु	टू	टे	\$	टो	टौ	ਟਂ	₹:
ठ	ਗ	ठि	ठी	ठु	ठू	ठे	8	ठो	ਠੀ	ਨਂ	ਰ:
3	डा	डि	डी	इ	इ	डे	ਝੈ	डो	डौ	डं	乯;
ढ	ৱা	ৱি	ढी	दु	द्	ढे	흅	ढो	ढाँ	ढं	ढ:
ण	णा	णि	णी	जु	र्ण	णे	णै	णो	णौ	णं	ण:
त	ता	ति	ती	तु	त्	ते	तै	तो	ਗ਼ੈ	ਜਂ	त:
थ	था	थि	थी	थु	थू	थे	한	थो	थौ	थं	थ:
द	दा	दि	दी	दु	द्	दे	दै	दो	दौ	दं	द:
ध	धा	धि	धी	धु	ध्	धे	ध	धो	धौ	धं	ध:
न	ना	नि	नी	नु	न्	ने	नै	नो	नौ	नं	न:

पै पौ पि पी 4 पू पे पो पं पा प: प फि फी 市 দা फू फे फो फं फ फा फु फ; बै बि बी बु ब् बे बो बौ बं बा ब ब: भू 半 भौ भि भी भु भ भो भ भा भं **a**T: मे 并 मो मौ मं मि मी मु म मा मू म: 世 यि यी यु यू ये यो याँ यं य या य: री \* रौ ŧ रि **t** रो ₹ रा 4 ₹ ₹: लि ली ले लै लो लौ लं लु लू ल: ल ला 者 वी वु व् वे वो वौ वं वि व: ਰ वा গি शी शे গ্ল शु श्रू शो शॉ शं श शा शः षि षी षु षे षे षो षाँ षं षा ष् ष: ष सी सै सौ सि सु से सो सं स सा सू स. हौ है हि ही हे हो हं Ē ह् हा ह ₹:

# Annexure-II

# Cardinals

	International	Devanagri
एक	1	۴
दो	2	2
तीन	3	3
चार	4	8
पाँच	5	ч
छह	6	ξ
सात	7	وا
आठ	8	C
नौ	9	٩
दस	10	80
ग्यारह	11	88
बारह	12	१२
तेरह	13	13
चौदह	14	8.8
पंद्रह	15	84
सोलह	16	१६
सत्रह	17	१७
अठारह	18	86
उन्नीस	19	१९

1	International	Devanagri
बीस	20	<b>40</b>
इक्कीस	21	२१
बाईस	22	२२
तेईस	23	23
चौबीस	24	२४
पच्चीस	25	२५
छब्बीस	26	२६
सत्ताईस	27	રહ
अट्ठाईस	28	२८
उनतीस	29	२९
तीस	30	30
इकतीस	31	38
बत्तीस	32	32
तेंतीस	33	33
चौंतीस	34	38
पैंतीस	35	34
छत्तीस	36	38,
सैंतीस	37	36
अइतीस 38		3८

	International	Devanagri
उनतालीस	39	39
चालीस	40	۸۰
इकतालीस	41	४१
बयालीस	42	४२
तैंतालीस	43	83
चवालीस	44	88
पैंतालीस	45	84
छियालीस	46	¥ξ
सैंतालीस	47	86
अइतालीस	48	86
उनचास	49	४९
पचास	50	цо
इक्यावन	51	4१
बावन	52	બર
तिरपन	53	43
चौवन	54	48
पचपन	55	લુલ
खप्पन	56	48
सत्तावन	57	96
अट्ठावन	58	46
उनसठ	59	५९
साठ	60	٤0

	International	Devanagri
इकसठ	61	६१
बासठ	62	६२
तिरसठ	63	٤3
चौसठ	64	દ્દષ્ટ
पैसठ	65	<b>ξ</b> 9
िउयासठ	66	દ્દ
सइसठ	67	દ્દછ
अइसठ	68	६८
उनहत्तर	69	६९
सत्तर	70	ەوا
इकहत्तर	71	9 શ
बहत्तर	72	৬२
तिहत्तर	73	63
चौहत्तर	74	ଜନ
पचहत्तर	75	હિલ્ક
छिहत्तर	76	ક્ક
सतहत्तर	77	છાંછ
अठहत्तर	78	96
उनासी	79	હિલ
अस्सी	80	٥٠
इक्यासी	81	८१
बयासी	82	८२

	International	Devanagri
तिरासी	83	<b>63</b>
चौरासी	84	٧٧
पचासी	85	64
<u> </u>	86	ረ६
सतासी	87	८७
अठासी	88	66
नवासी	89	८९
नब्बे	90	९०
इक्यानवे	91	9.9

	International	Devanagri
बानवे	92	९२
तिरानवे	93	93
चौरानवे	94	९४
पचानवे	95	९५
छियानवे	96	९६
सतानवे	97	৭৬
अठानवे	98	92
निन्यानवे	99	९९
सौ	100	800

शून्य	0	
हज़ार	1,000	
लाख	1,00,000	
करोड़	1,00,00,000	
अरब	1,00,00,00,000	

## Annexure-III

### **Ordinals**

पहला pahla: first

दूसरा du:sra: second

तीसरा ti:sra: third

चौथा chautha: fourth

पाँचवा pañ:cvã: fifth

ন্তব্য chhatha: sixth

सातवाँ sa:tvā: seventh

आठवाँ a:ṭhvā: eighth

नौवाँ nau:vā nineth

दसवाँ dasvā: tenth

Further to these numerals all other numerals will take वॉ

# Annexure-IV

# Fractionals

चौथाई (Measurement)	(1/4)	चौथाई मीटर कपड़ा
पाव (Weight)	(1/4)	एक पाव दूध या पाव भह दूध
आधा	(1/2)	आधा किलो दूध, आधा मीटर कपड़ा
पौन	(3/4)	पौन बजे - 12:45 hrs
सवा (1¼) सवा मीटर कपड़ा सवा will follow numeral '2' onwa सवा दो - 2¼, सवा तीन - 3¼ etc.		सवा will follow numeral '2' onwards, eg.
डेढ	(1½)	डेढ़ लीटर दूध, डेढ़ बजे
पौने दो	(1¾)	पौन changes into पौने with plural and precedes the highest whole number
ढाई	(2½)	ढाई मीटर कपड़ा
साढ़े तीन	(3½)	साढ़े तीन मीटर कपड़ा (आधा changes into साढ़े when followed by 3 and above) साढ़े पाँच मीटर कपड़ा साढ़े सात लीटर दुध





# केंद्रीय हिंदी निदेशालय

उच्चतर शिक्षा विभाग मानव संसाधन विकास मंत्रात्वय भारत सरकार पश्चिमी खंड-7, रामकृष्णपुरम, नई दिल्ली - 110066

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