

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF AUDIT
(Administration Branch)

04th Level, 'C'-Wing,
Delhi Sachivalaya,
New Delhi.

No. F.9(12)/DOA/Estt./2011/dcaudit/4643 77

Dated: 28-06-2015

Please find enclosed herewith the copy of following Circulars alongwith enclosures with the request to bring the contents to the notice of all the officers/officials working in respective branches for information and it must be ensured that the applications of desirous candidates in prescribed proforma must reach to the undersigned by the dates mentioned against each positively, for taking further necessary action accordingly: -

S.No.	Letter No. & date	Received from	Subject	Last date for receipt of application in this office
1	4870-4892 dated 15.06.2015	Dy. Director (AR)	Manual of Office Procedure Test-2015, to be held in August, 2015.	20.07.2015
2	5234-5393/c dated 17.06.2015	-do-	Comprehensive Test on Right to Information Act 2005 to be held in September-2015.	20.07.2015

Encl: As above.


(H.R. NAUGAIN)
ACCOUNTS OFFICER (ADMN.)
TEL. NO. 23392280

Copy to: -

1. All the Branch Incharges, Directorate of Audit
2. Sh. Sanjeev Mendiratta, AO (Audit)/PIO with the request to submit his application form for Comprehensive test on RTI, 2005 in enclosed format at the earliest please.
3. AAO/Nodal Officer(Website), Dte. of Audit.
4. Notice Board.
5. Guard file.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, L.P. ESTATE, NEW DELHI

No.F.15/02/2015/AR/ 4870-4892

Dated: 15/06/15

To,

1. All Pr. Secretaries/Secretaries/Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.
2. District & Session Judges,
Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patala House Courts,
Delhi/New Delhi.
3. All M.D's/Chairman of Local/Autonomous Bodies,
Undertakings/Corporations,
Govt. of NCT of Delhi, Delhi/New Delhi.
4. The Commissioners of Municipal Corporations of Delhi,
East/North/South Districts,
Delhi/New Delhi.
5. The Commissioner of Police,
Delhi Police,
Delhi/New Delhi.
6. The Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

For wide circulation
in all Sections/Units

Sub: Manual of Office Procedure Test - 2015, to be held in August, 2015.

Sir/Madam,

With a view to encourage the officers and staff to get acquainted with the provisions of "Manual of Office Procedure" and use the knowledge so gained in their day-to-day official working, a scheme of "Self Learning" was launched in the year 1991.

Under this scheme, all the desirous officers can participate in this test apart from LDC, UDC, Assistants, Superintendents and their equivalent, working in the Government of NCT of Delhi, District Judiciary, Delhi Police, Municipal Corporation/Council & Subordinate Offices/Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

The test would be confined to the provisions of "Manual of Office Procedure" (MOP). The paper would contain objective type questions. The duration of the test would be 1 ½ hour and separate papers would be set out for each category.

Each incumbent who secures 40% and above marks would be given a certificate and cash award on the basis of his/her performance in the test at the following rates:-

Slab of Marks	Existing amount of Prize
80% and above	Rs.1,500
70% to 79%	Rs.1000
60% to 69%	Rs.800
50% to 59%	Rs.600
40% to 49%	Rs.400

In addition to the above cash prizes, the candidates who secure the first three positions by securing 80% and above marks in the respective categories viz. LDC, UDC, Assistants and Superintendents & above, would also be given an additional cash award of Rs.1000/- for standing first, Rs.700/- for standing second and Rs.500/- for standing third, in their respective categories.

The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- in the Manual of Office Procedure Test, would not be allowed to participate in the next year's test.

Applications from desirous candidates may please be sent to Administrative Reforms Department on the enclosed proforma by 30th July, 2015. The test is likely to be held in the month of August, 2015. The date, time and venue of the test will be intimated in due course. In case, the roll numbers for the test are not received by mid-August, concerned candidate may obtain the same from A.R. Department, in person.

It is requested that wide publicity may be given to this test so that more and more employees could be able to participate in the test.

Yours faithfully,


(V.C. PANDEY, IAS)
SPL SECRETARY (AR)
Tel.: 23392143

No.F.15/02/2015/AR/4870-4892

Dated: 15/06/15

Copy forwarded for necessary action to:-

1. All Addl. Secretaries/Addl. Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi, District Judiciaries, Delhi Police, Municipal Corporation/Council and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.
2. OSD to Lt. Governor, Raj Niwas, Delhi.
3. OSD to Chief Minister/Ministers, Delhi Govt., Delhi Secretariat.
4. PS to Speaker/Leader of Opposition, Delhi Vidhan Sabha, Old Secretariat, Delhi.
5. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.


(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
Tel.: 23392726

Roll Number _____
(To be allotted by A.R.Department)

Photograph

APPLICATION FORM

MANUAL OF OFFICE PROCEDURE TEST - 2015

(Note: Incomplete forms would be rejected)

1. Name in Capital letter both in (English) _____
(Hindi) _____
2. Father's/Husband's Name _____
3. Date of Birth _____
4. Sex (Tick Mark) Male / Female
5. (a) Designation _____
(b) Date since when holding the post _____
6. Pay Band & Grade Pay
(Don't mention basic pay) _____
7. Category for which eligible LDC / UDC/ASSTT. / SUPDT. & above.
(Please tick mark category)
8. Department _____
9. Section/Branch/Unit _____
10. Complete Office Address
(with Pin Code) _____

11. Complete Residential Address
(with Pin Code) _____

12. Contact Numbers Office _____
Residence _____
Mobile _____

Certified that the above information is correct to the best of my knowledge and belief. I understand that the information furnished above, if found suppressed / incorrect at any stage, will attract disciplinary proceedings against me. I also undertake that the knowledge gained would be properly utilized for office use.

Signature of the Applicant _____

11/11/15
18/6/2015

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

No.F.13/02/2015/AR/ 5234-5393

Dated: 17/06/15

To,

- 1 All Pr. Secretaries/Secretaries/Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.
- 2 District & Session Judges,
Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patala House Courts,
Delhi/New Delhi.
- 3 All M.D's/Chairman of Local/Autonomous Bodies,
Undertakings/Corporations,
Govt. of NCT of Delhi, Delhi/New Delhi.
- 4 The Commissioners of Municipal Corporations of Delhi,
East/North/South Districts,
Delhi/New Delhi.
- 5 The Commissioner of Police,
Delhi Police,
Delhi/New Delhi.
- 6 The Chairperson /CEO
NDMC/ DIB,
Delhi/New Delhi.

For wide circulation
in all Sections/Units

Sub: Comprehension Test on Right to Information Act, 2005, to be held in September, 2015.

Sir /Madam,

With a view to encourage the officers and staff including Group D staff to get acquainted with the provisions of Right to Information Act, 2005 and use the knowledge so gained in their day-to-day working, a scheme of "Self Learning of RTI Act, 2005" was introduced in the year 2010.

2. Under this scheme, all officers and staff members including Group D, working in the Departments of Government of Delhi, its subordinate Offices/ Undertakings & Local Bodies can participate in the test.

3. The test would be confined to the provisions of "Right to Information Act, 2005" and contain 100 objective/subjective type questions. The duration of the test would be 1½ hour and separate papers would be set out for each category, i.e. one for LDC and Group D and their equivalent; second for UDCs, Assistants and their equivalent and the third for Superintendents and their equivalent and above.

4. Each incumbent who secures 40% and above marks would be given a Certificate and cash award on the basis of his/her performance in the test at the following rates: -

Slab of Marks	Amount of Prize
80% and above	1,500/-
70% to 79%	1,000/-
60% to 69%	800/-
50% to 59%	600/-
40% to 49%	400/-

5. In addition to the above cash prizes, the candidates who secure the first three positions by securing 80% and above marks in the respective categories viz. LDC & Group D and their equivalent, UDC, Assistants and their equivalent and Superintendent and their equivalent & above, would also be given an additional cash award of Rs.1,500/- for standing first, Rs.1,000/- for standing second and Rs.500/- for standing third, in their respective categories.

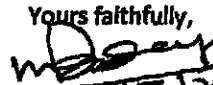
6. The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- in this test, would not be allowed to participate in the next year's test.

7. It is requested that wide publicity may be given to this test, so that maximum number of officers / employees could be able to participate in the test.

8. It is further, observed that complaints are being received regularly from the users of RTI Act, 2005 that PIOs in various departments/organizations etc of GNCT of Delhi are not following the provisions of RTI Act, 2005 while dealing with the applications seeking information under the Act as well as the other provisions and instructions issued under RTI Act, 2005 regarding updating websites and posting information online. Therefore, a need has been felt to enhance awareness regarding various provisions of the RTI Act, 2005 amongst PIOs working in the offices under the GNCT of Delhi. It is accordingly, requested to encourage and nominate PIOs working in the departments/offices under your control to participate in this test which is essentially to enable participants for updating their knowledge about the existing provisions of RTI Act, 2005.

9. Applications from desirous candidates may please be sent to Administrative Reforms Department in the enclosed proforma (also available on the website of this Department) latest by 31st July, 2015. The test is likely to be held in the last week of September, 2015. The exact date, time and venue of the test will be intimated in due course. In case, the roll numbers for the test are not received by mid-September, concerned candidate may obtain the same from A.R. Department, in person.

Encl: As above.

Yours faithfully,

(V.C. PANDEY, IAS)
SPL. SECRETARY (AR)
Tel.: 23392143

No.F.15/02/2015/AR/ 5234-5393

Dated: 17/06/15

Copy forwarded for necessary action to:-

1. All Addl. Secretaries/Addl. Commissioners/Joint Secretaries/Dy. Secretaries/Under Secretaries, Govt. of NCT of Delhi, District Judiciaries, Delhi Police, Municipal Corporation/Council and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.
2. OSD to Lt. Governor, Raj Niwas, Delhi.
3. OSD to Chief Minister/Ministers, Delhi Govt., Delhi Secretariat.
4. PS to Speaker/Leader of Opposition, Delhi Vidhan Sabha, Old Secretariat, Delhi.
5. OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat.


(AMITABH JOSHI)
DEPUTY DIRECTOR (AR)
Tel.: 23392726

ON RIGHT TO INFORMATION ACT, 2005
(Note: Incomplete application forms would be rejected)

Roll Number

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(To be allotted by A.R. Department)

Photograph

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|-----|--|---|--|--|--|---|--|---|--|--|--|---------------------------------|--|---|--|--|--|---|--|--|--|------------------|--|
| 1. | Name in capital letters
(In English) | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 2. | Father's/Husband's
Name | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 3. | Sex | <input type="checkbox"/> Male | | | | | | | | | | <input type="checkbox"/> Female | | | | | | | | | | | |
| 4. | Designation | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 5. | Date since when
holding the post | <table border="1" style="width: 20px; height: 20px;"></table> | | | | - | | <table border="1" style="width: 20px; height: 20px;"></table> | | | | - | | <table border="1" style="width: 20px; height: 20px;"></table> | | | | <table border="1" style="width: 20px; height: 20px;"></table> | | | | (dd-mm-
yyyy) | |
| 6. | Pay Band & Grade Pay
(Don't mention basic pay) | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | - | | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | |
| | | Rs. <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 7. | Category for which
eligible
(Please tick mark the
category) | <input type="checkbox"/> LDC/Group-D and equivalent
<input type="checkbox"/> UDC/Assistant and equivalent
<input type="checkbox"/> Superintendent and equivalent and above | | | | | | | | | | | | | | | | | | | | | |
| 8. | Department | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 9. | Section/Branch/Unit | <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 10. | Complete Office
address with Pin code | <table border="1" style="width: 100%; height: 40px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 11. | Complete Residential
Address with Pin code | <table border="1" style="width: 100%; height: 40px;"></table> | | | | | | | | | | | | | | | | | | | | | |
| 12. | Contact Numbers | Office <table border="1" style="width: 100%; height: 20px;"></table>
Residence <table border="1" style="width: 100%; height: 20px;"></table>
Mobile <table border="1" style="width: 100%; height: 20px;"></table> | | | | | | | | | | | | | | | | | | | | | |

Signature of the Applicant