

a/c

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

No.F.4/06/2012/AR/ 3288 - 3447/c

Dated: 11/04/2012

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/Patiala 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 Council of Delhi,  
East/North/South Districts,  
Delhi/New Delhi.
5. The Commissioner of Police,  
Delhi Police,  
Delhi/New Delhi.
6. The Chairman /CEO  
DJB/NDMC,  
Delhi/New Delhi.

Dte. of Trg. & Tech. Education  
Diary No. 3010  
**16 APR 2012**  
Muni Maya Ram  
T.V. Tower, Pusa  
Delhi

**For wide circulation  
in all Sections/Units**

**Sub: Manual of Office Procedure Test - 2012, to be held in August, 2012.**

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) and the Right to Information (RTI) Act, 2005. 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 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.1,100
70% to 79%	Rs.800
60% to 69%	Rs.600
50% to 59%	Rs.400
40% to 49%	Rs.200

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.

hr  
Private  
16/04/12

DDA

AD (CAW)  
Superintendent  
18/4

997/DD(A)  
16/04/12

249/04



The employees who secure 80% and above marks and win a cash prize of Rs.1,100/- 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 29<sup>th</sup> June, 2012. The test is likely to be held in the month of August, 2012. 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,

  
(Dr. M.M.KUTTY)  
Pr. SECRETARY (AR)

No.F.4/06/2012/AR/ 3288 - 3447/c

Dated: 11/4/12

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. P.S. to Lt. Governors, Raj Niwas, Delhi.
3. P.S. 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.

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

712

Photograph

**APPLICATION FORM**

**MANUAL OF OFFICE PROCEDURE TEST – 2012**

(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  
(Please tick mark category) LDC / UDC / ASSTT. / SUPDT. & above.
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.