

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

No.F.15/03/2013/AR/ 8114-8273/L

Dated: 09/07/13

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

Please re-circulate
to all Sections/Units

Sub: Manual of Office Procedure Test - 2013, to be held in August, 2013 – Extension of last date of submission of Application Forms thereon.

Sir/Madam,

I am directed to invite your kind attention to this department's circular of even number dated 10.04.2013 on the subject cited above, according to which the last date for receiving applications for the Manual of Office Procedure Test, 2013 was fixed for 28th June 2013. However, it appears that the said circular has not been given wide publicity amongst the officers/officials with the result that a number of officers/officials could not apply for the test. It has now been decided to extend the last date of submission of application forms for MOP Test, 2013 in this department till 31st July, 2013.

It is accordingly requested that wide publicity may be given to this test so that more and more candidates of your department could be able to participate and enhance their knowledge of Manual of Office Procedure through this test. The form can be downloaded from the A.R. Department's website i.e. <http://ar.delhigovt.nic.in>.

Yours faithfully,

Sangeet Mathur
9/7/13

(SANGEET MATHUR)
ASSTT. DIRECTOR (AR)

Ph.:23392421

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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.

Sangeet Mathur
9/7/13

(SANGEET MATHUR)
ASSTT. DIRECTOR (AR)