

GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER
IRRIGATION & FLOOD CONTROL DEPARTMENT
4TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-110006
PHONE NO. 011-23862901

No. F.4 (2)/06-Estt./2013/Gen.Circular/CE(I&FC)/ 8368-78

Dated: 26/05/14

CIRCULARS

Copy of the under mentioned papers (circular/Notification) is forwarded for information and necessary action to the following:-

FC-III

1. All the SEs with the request to forward the same to All EEs under their control
I&FC Department, Govt. of NCT of Delhi.
2. All the Branch In-charge O/o CE (I&FC),
I&FC Department, Govt. of NCT of Delhi.
3. Nodal Officer (IT)/SE (FC-III), I&FC Department,
With the request to upload the same on the official website of this Department.

(VIJAY KUMAR)
OFFICE SUPERINTENDENT (I&FC)

Sl.No	Letter/Circular/Endorsement No. and date	Received from	Subject
1.	F.15(4)/2014/AR/7052-7211/C dated 2.5.2014	Amitabh Joshi, Dy. Director (AR)	Prepare Appendix no. 57 as prescribed in Central Secretariat Manual of Office Procedure.
2.	F.15(4)/2014/AR/7212-7371/C dated 2.5.2014	Amitabh Joshi, Dy. Director (AR)	Prepare Appendix no. 58 as prescribed in Central Secretariat Manual of Office Procedure.
3.	F.No. 05(09)/2010-S.No. & Language/225-238 dated 9.5.2014	Suresh Kumar Sharma, Hindi Adhikari, Language Department	Hindi typing Classes.
4.	F.No. 01/01/08/Sports/GAD/266-269 dated 15.5.2014	J.P. Sharma, Dy. Secretary (GAD)	Promoting the sports activities amongst the employees of Govt. of NCT of Delhi.



OSD
29/5
Rang/Rang (IT)
29/5/14

Letter K used without enclosure

2014 / 1851C

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi 110002.
E-mail : arupdate@nic.in ; fax : 23392621

No. F.15(4)/2014/AR/7052-7211/c

Dated: 02/5/2014

To,

1. All the Pr. Secretaries/Secretaries/Heads of Departments, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.

Subject: To prepare Appendix no. 57 as prescribed in Central Secretariat Manual of Office Procedure.

Sir/Madam,

I am directed to refer Central Secretariat Manual of Office Procedure and to request you to take necessary action in respect of preparation of Appendix no. 57 regarding Inspection Questionnaire for Departmental Record Room as prescribed in Central Secretariat Manual of Office Procedure. The same will be inspected by this department during the Organization and Method inspection of your department/office.

The soft copy of Central Secretariat Manual of Office Procedure is available at <http://darpg.gov.in/darpgwebsite/cms/Document/file/CSMOP.pdf>

Yours faithfully,

(Amitabh Joshi)

Deputy Director (AR)

Telephone no. : 23392422

Encl. : as above.

Office of the Chief Engineer (I&FC),
Govt. of NCT of Delhi

RECEIVED
06.05.14
3526
Dr. No. _____
EC/AD/OP/MP&D/SSW/FA

① Copy to all SES/EEs & Branch Heads in the office
② PR prep on file with Appendix 57

6/5/14

put upon file
Law Nandy
7/5

C E (I&FC)

Letter Received without Encl - 18/11/14

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi 110002.
E-mail : arupdate@nic.in ; fax : 23392621

No. F.15(4)/2014/AR/7212-7371/c

Dated: 02/5/2014

To,

1. All the Pr. Secretaries/Secretaries/Heads of Departments, Govt. of NCT of Delhi.
2. All the Heads of Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi.

Subject: To prepare Appendix no. 58 as prescribed in Central Secretariat Manual of Office Procedure.

Sir/Madam,

I am directed to refer Central Secretariat Manual of Office Procedure and to request you to take necessary action in respect of preparation of Appendix no. 58 regarding Management Information System as prescribed in Central Secretariat Manual of Office Procedure. The same will be inspected by this department during the Organization and Method inspection of your department/office.

The soft copy of Central Secretariat Manual of Office Procedure is available at http://darpg.gov.in/darpgwebsite_cms/Document/file/CSMOP.pdf

Yours faithfully,

(Amitabh Joshi)

Deputy Director (AR)

Telephone no. : 23392422

Encl. :as above.

Office of the Chief Engineer(I&FC)
Govt. of NCT of Delhi

RECEIVED
06/05/14
3533
Dy. No. 3533
EUIAOPH&DICSOWIFA

Put up on file

B

AP
S
1/5
Ravi Nath
9/5

① Copy to all SEs / EBs & Heads of Branches in CE office

② Pl put up on file with appendix 58

6/5/14

1831 C

2628
13/5/14

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
भाषा विभाग, सी-विंग, सातवां तल,
दिल्ली सचिवालय, इन्द्रप्रस्थ इस्टेट, नई दिल्ली-02.

संफा0 05(09)/2010-क0सं0 एवं भाषा/ 225-238

दिनांक: 9/5/14

सेवा में,

1. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष, राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार।
2. सचिव, माननीय मुख्यमंत्री/परिवहन मंत्री/वित्त मंत्री/श्रम मंत्री/समाज कल्याण मंत्री/खाद्य एवं आपूर्ति मंत्री/स्वास्थ्य मंत्री, दिल्ली सचिवालय, नई दिल्ली।
3. अतिरिक्त निदेशक, दिल्ली अधीनस्थ सेवा चयन बोर्ड, यू.टी.सी.एस. बिल्डिंग, विश्वास नगर, दिल्ली।
4. विशेष कार्याधिकारी, नई दिल्ली नगर पालिका परिषद, पालिका केन्द्र, नई दिल्ली।
5. आयुक्त, दक्षिण/उत्तर, दिल्ली नगर निगम, श्यामा प्रसाद मुखर्जी सिविक सेंटर, मिंटो रोड, नई दिल्ली।
6. आयुक्त, पूर्व दिल्ली नगर निगम, 419, उद्योग सदन, पटपटगंज, औद्योगिकी क्षेत्र, दिल्ली-92.
7. अतिरिक्त पुलिस आयुक्त (प्रशासन), दिल्ली पुलिस मुख्यालय, आई.पी.इस्टेट, नई दिल्ली।
8. महाप्रबंधक, दिल्ली परिवहन निगम, इन्द्रप्रस्थ इस्टेट, नई दिल्ली।
9. अध्यक्ष/महाप्रबंधक, दिल्ली ट्रांसको लिमिटेड, शक्ति सदन, कोटला रोड, नई दिल्ली।
10. विशेष कार्याधिकारी, दिल्ली जल बोर्ड, वरुणालय फेस-2, झंडेवालान, नई दिल्ली।
11. प्रबंधक (मा.सं.), प्रशिक्षण एवं हिन्दी अनुभाग, इन्द्रप्रस्थ पॉवर जनरेशन कंपनी लिमिटेड, ओ एंड एम भवन राजघाट पावर हाउस, नई दिल्ली-02.
12. दिल्ली सरकार के समस्त स्वायत्त निकाय/निगम, दिल्ली/नई दिल्ली।
13. दिल्ली सरकार के अंतर्गत समस्त समितियाँ/बोर्ड/परिषद/संगठन, दिल्ली/नई दिल्ली।

विषय: हिन्दी टाइप/हिन्दी आशुलिपि कक्षाओं का गठन।

महोदय,

कृपया उपरोक्त विषय के संदर्भ में देखने का कष्ट करें। दिल्ली सरकार तथा इसके अधीनस्थ कार्यालयों में हिन्दी टाइपिस्टों/आशुलिपिकों के अभाव को कम करने के लिये दिल्ली सरकार का कला, संस्कृति एवं भाषा विभाग हिन्दी टाइप/हिन्दी आशुलिपि का प्रशिक्षण देता है ताकि दिल्ली सरकार के कार्यालयों में हिन्दी में कार्य करने में कोई असुविधा न हो। उपरोक्त प्रशिक्षण निम्नलिखित पते पर दिया जाता है :-

1. हिन्दी टाइप व आशुलिपि प्रशिक्षण केन्द्र, कमरा नं० 20 दूसरी मंजिल, ओल्ड सिविल सप्लाइ बिल्डिंग, तीस हजारी, दिल्ली।

हिन्दी आशुलिपि के प्रशिक्षण की अवधि एक वर्ष तथा हिन्दी टाइप के प्रशिक्षण की अवधि छः माह तथा प्रशिक्षण का समय एक घंटा प्रतिदिन होगा। आपसे अनुरोध है कि कृपया अपने विभाग/कार्यालय से हिन्दी आशुलिपि/हिन्दी टाइप सीखने के लिये इच्छुक कर्मचारियों के नाम दिनांक 02.06.2014 तक इस विभाग में भिजवाने का कष्ट करें, ताकि 13.06.2014 से हिन्दी टाइप/आशुलिपि कक्षा आरंभ हो सके, यहां पर यह भी उल्लेखनीय है कि प्रशिक्षण के लिये नामित कर्मचारियों को प्रशिक्षण की अवधि के दौरान कक्षाओं में नियमित रूप से उपस्थित होना अनिवार्य है क्योंकि यह जानकारी में आया है कि कुछ कर्मचारी प्रशिक्षण में नाम लेने के लिये अपने कार्यालय से चल पड़ते हैं लेकिन प्रशिक्षण कक्षाओं में उपस्थित नहीं होते हैं। ऐसे कर्मचारियों के विरुद्ध नियमानुसार कार्यवाही करने के लिये उनके विभागों को लिखा जायेगा। हिन्दी टाइप प्रशिक्षण की अवधि समाप्त होने के पश्चात् उक्त विभाग प्रशिक्षण प्राप्त कर चुके कर्मचारियों के नाम हिन्दी शिक्षण योजना (टंकण/आशुलिपि प्रशिक्षण/स्कंध), राजभाषा विभाग, गृह मंत्रालय, भारत सरकार या सेवाए-3 विभाग के माध्यम से हिन्दी टंकण परीक्षा देने के लिये उनके पास नाम भेजे जाते हैं।

टीप: संबंधित जानकारी विभाग की वेबसाइट www.artandculture.delhigovt.nic.in पर देखी जा सकती है।
भवदीय

(सुरेश कुमार शर्मा)
हिन्दी अधिकारी (कला, संस्कृति एवं भाषा)
दिनांक: 9/5/14

संफा0 05(09)/2010-क0सं0 एवं भाषा/ 225-238

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रसारित :-

1. हिन्दी टाइप व आशुलिपि प्रशिक्षण केन्द्र, कमरा नं० 20 दूसरी मंजिल, ओल्ड सिविल सप्लाइ बिल्डिंग, तीस हजारी, दिल्ली।

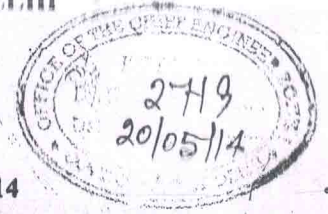
(सुरेश कुमार शर्मा)
हिन्दी अधिकारी (कला, संस्कृति एवं भाषा)

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Office of the Chief Engineer (I.E.C.)
Govt. of NCT of Delhi

15.1.05
Dy. No. 3813
EO/AO/PAP&D/SSW/FA

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
(SPORTS CELL)
ROOM NO.201, 'C' WING, DELHI SECRETARIAT
NEW DELHI



F.No.01/01/08/Sports/GAD/

Dated: 15.05.14

CIRCULAR

Sports Cell, GAD, Govt. of NCT of Delhi is the State Government agency for promoting the sports activities amongst the employees of Govt. of NCT of Delhi. Sports Cell, GAD is entrusted the work to encourage, promote & control sports activities and foster spirit of sportsmanship among the employees of Govt. of NCT of Delhi. Besides organizing the Inter-Departmental Tournament every year, it also sends the following teams in All India Civil Services Tournaments and other prestigious tournaments:

<u>S.</u> <u>No.</u>	<u>Name of Sport</u>	<u>S.</u> <u>No.</u>	<u>Name of Sport</u>
01.	Athletics	09.	Kabaddi
02.	Badminton	10.	Lawn Tennis
03.	Basketball	11.	Power-lifting, Weightlifting & Best Physique
04.	Carom	12.	Swimming
05.	Chess	13.	Table Tennis
06.	Cricket	14.	Volleyball
07.	Football	15.	Wrestling
08.	Hockey		

Sports Cell, GAD provides the players an opportunity to meet in the field of sports and ensure amateurism among them. Sports activities increase the fitness level of the employees.

To uplift the standard of sports activities, fresh applications are invited from the civilian employees of Govt. of NCT of Delhi with the prior approval of concerned Head of Department for participation in various sports/tournaments like All India Civil Services Tournament, Local/League Tournament etc. as player for the session 2014-15. The applications must be submitted in the enclosed proforma duly signed by the sponsoring authority not below the rank of Deputy Director (Edu.) for teachers and not below the rank of Head of Office for others. The applicant can submit advance copy of the proforma but has to submit the duly forwarded copy before commencement of trials otherwise the applicant would not be allowed to participate in the selection trials. **The officers/officials appointed under sports quota are compulsorily required to submit the application.**

However, the officers/officials working under autonomous bodies/local bodies/corporation either on deputation or regular basis, like DFC, DJB, DTC, DDA, MCD, NDMC, Delhi Police etc. are not eligible for participation in the trials.

After scrutiny of all the applications, a trial will be conducted by the Selectors on behalf of Sports Cell, GAD, Govt. of NCT of Delhi to select the efficient, dedicating players. The Incharge/Captain/Coach of the teams will be deputed by Sports Cell, GAD.

Last date of receiving the application is 06.06.2014.

Encl: As above.

Office of the Chief Engineer (I&F),
Govt. of NCT of Delhi

NO 201

(J.P. SHARMA)

DY. SECRETARY (GAD)

Contd...page 2...

RECEIVED
20/05/14
By No. 3981
EO/AO/PA/P&D/SSW/FA

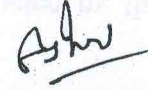
(2)

F.No.01/01/08/Sports/GAD/266-269

Dated: 15.05.14

Copy to the following for information:-

1. All Head of Departments, Govt. of NCT of Delhi with the request to circulate the same amongst all the officers/officials of their respective departments.
2. P.S. to Secretary (GAD), Govt. of NCT of Delhi.
3. P.A. to Special Secretary (GAD), Govt. of NCT of Delhi.
4. Guard file.



(J.P. SHARMA)
DY. SECRETARY (GAD)

1811C

PROFORMA

1. Name & Designation: _____

2. Present Posting : _____

3. Date of Birth : _____

4. Whether applicant is appointed under Sports Quota? If yes, details thereof _____

5. Game(s) applied for (as player only) _____

6. Achievements in sports, if any:

a. _____

b. _____

c. _____

d. _____

e. _____

Passport size photo
to be fixed

(_____)
SIGNATURE OF THE APPLICANT

SIGNATUTRE OF SPONSORING AUTHORITY
WITH SEAL

Name: _____

Designation: _____

Tel. No. _____