

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
(COORDINATION BRANCH)

File No. 2011/MOP/CDN/TTE/243-248

Dated: 01/07/2015

To

1. All branch In-charges at TTE(HQ).
2. All Heads of Institutions under DTTE(HQ).
3. Controller, Board of Technical Education

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

Sr./Madam,

I am to forward herewith a copy of letter no F 13/03/2015/AR/5234-5393 dated 17.03.2015 received from the Spl Secretary(AR), Administrative Reforms Department Govt of NCT of Delhi, Delhi Secretariat New Delhi on the subject cited above

You are requested to send the details in prescribed format(enclosed) to the undersigned latest by 20.07.2015, so that the details may be sent to the Spl. Secretary(AR) Administrative Reforms Department, Delhi Secretariat, New Delhi.

Yours faithfully



(VIJAY CHANDNA)  
ADMINISTRATIVE OFFICER(CDN)

Encl-As above

File No. 2011/MOP/CDN/TTE/243-248

Dated: 01/07/2015

Copy to -

1. PS to Director(TTE)
2. PA to Adtl Director(TTE)
3. The Asstt. Programmer(TTE) with the request to upload on the website of the Department at the earliest and return the original to this branch after uploading



(VIJAY CHANDNA)  
ADMINISTRATIVE OFFICER(CDN)

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. 1302/AR/ 5234-5393

Dated: 17/06/15

- 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.

Entry No. 977  
 Date 19/6/15

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

*SRP meetin*  
*LN*  
*19/6*  
*DD/AR*

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/-

*21/6/15*  
*23/06/15*  
*Supd. (Cont)*

*1302/AR/1A*  
*23/6/15*  
*2077/E-IV*  
*23/06/15*

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.


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.

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.

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.

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.

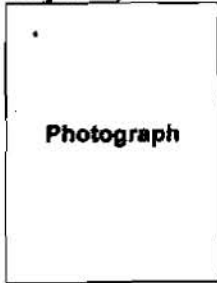
  
(AMITABH JOSHI)  
DEPUTY DIRECTOR (AR)  
Tel.: 23392726



**APPLICATION FORM  
COMPREHENSION TEST - YEAR 2015**

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

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



1. Name in capital letters (in English)

2. Father's/Husband's Name

3. Sex  Male  Female

4. Designation

5. Date since when holding the post   -   -     (dd-mm-yyyy)

6. Pay Band & Grade Pay (Don't mention basic pay)     -      
Rs.

7. Category for which eligible (Please tick mark the category)  
 LDC/Group-D and equivalent  
 UDC/Assistant and equivalent  
 Superintendent and equivalent and 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.*

Signature of the Applicant .....