

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI  
PRINCIPAL ACCOUNTS OFFICE: PENSION CELL  
A-BLOCK, VIKAS BHAWAN, NEW DELHI-110002

80/c

No. F.12(2)/NPS/P. Cell/15/Pt. File/1139-1143

CIRCULAR

Dated: 29/09/2017  
Letter No. ....  
29 SEP 2017  
G.D. No. 40486

Sub:- Mandatory submission of PAN and Aadhaar by Subscribers under NPS.

It is bring to your notice that NSDL vide its letter No. AS/RN/BD/201748482, dated 08/09/2017 has conveyed that PFRDA has made both Aadhaar and PAN mandatory for existing and new accounts to be opened under NPS. Last date for submission of PAN and Aadhaar is 31/12/2017. In the event of non-submission of PAN and Aadhaar by a Subscriber within the stipulated time (unless the same is extended by the Govt. of India); PRAN of such Subscriber shall be ceased to be operational till the time the required details are submitted.

In this regard, a facility has been enabled for NPS subscribers to seed their Aadhaar in the PRAN. To seed Aadhaar in PRAN, the Subscribers are required to log-in to the CRA System ([www.cra-nsdl.com](http://www.cra-nsdl.com)) with the User ID (PRAN) and Password and update Aadhaar through an OTP authentication under Menu "Update Details", Sub-menu "Update Aadhaar/Address Details". Once the Aadhaar seeding process is completed by the Subscriber the same also needs to be authorized by the associated Nodal Office. In cases where the Subscribers have already directly approached their Nodal Office with a request to update "Aadhaar" in their PRAN. However, these requests if not supported with a signed consent letter by the Subscribers cannot be considered to be valid. The underlying PAOs/CDDOs may be sensitized regarding the same."

The necessary system developments for seeding of Aadhaar to PRAN for Nodal Offices are being carried out. The same will be intimated to all the Nodal Offices along with the format of Consent letter in due course of time.

Therefore, all HODs are hereby requested to please circulate these instructions issued by NSDL amongst the employees holding PRAN under their control and may kindly issue necessary directions to them to comply with these instructions in a time bound manner.

This issues with the prior approval of Competent Authority.

*S. Gupta*  
27/09/17  
(SAROJ GUPTA)

Dy. Controller of Accounts (Pension)

To

All Head of Departments

No. F.12(2)/NPS/P. Cell/15/Pt. File/1139-1143

Dated: 22/09/2017

Copy to:-

1. Sr. PA to Controller of Accounts, Pr. AO (HQ), Delhi.
2. All DCA (Pension)/DCA (Admn.)/DCA (Accounts)/DCA (Tech.)/DCA (Funds).
3. Joint Director (IT) / System Analyst, Pr. AO (HQ).
4. Sr. AO (Pension)/AO (Accounts)/AO (Admn.)/AO (Tech.)/All PAOs/AO (Funds).
5. AAO (Pension)/ AAO (Accounts)/AAO (Admn.-I)/ AAO (Admn.-II)/AAO (Tech.-I)/ AAO (Tech.-II)/AAO (Compilation)/ AAO (Appropriation).

*S. Gupta*  
27/09/17  
(SAROJ GUPTA)

Dy. Controller of Accounts (Pension)

4428/GA  
3/10/2017

please circulate to all districts  
and all branches at HQ.  
ms. Pratihya  
3.10.17



79/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. ARD-K-015/1/2016-Misc-o/o Secy AR 3112-8211 Dated: 21/9/17

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: Comprehension Test on Right to information Act, 2005, to be held in December, 2017.

Sir /Madam,

With a view to encourage the officers and 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, 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 their equivalent; second for UDCs, Assistants and their equivalent and the third for Superintendents and their equivalent.

4. Each incumbent who secures 50% 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/-

O. S. G.A. (HQ)

Diary No. 4515

09/10/2017

Continue on -2-

142/SOM-VI  
6/10/17

D  
9/10/17  
05-57A

A-Circulars

M-Practise - 28  
9-10-17



7/10/17

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 and their equivalent, UDC, Assistants and their equivalent and Superintendent and their equivalent, 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.

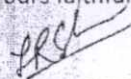
6. The employees who secure 80% and above marks and win a cash prize of Rs.1,500/- in this test, would not be allowed to participate in the next year's test.

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 essentiality 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 30.October 2017**. The test is likely to be held in the month of December, 2017. 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-November, concerned candidate may obtain the same from A.R. Department, in person.

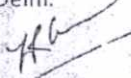
Encl: As above.

Yours faithfully,  
  
(L.R.SINGH)  
DEPUTY DIRECTOR (AR)  
PH.23392620

No.ARD-K-015/1/2016-Misc-o/o Secy AR 8110-8211 Dated: 21/9/17

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.

  
(L.R.SINGH)  
DEPUTY DIRECTOR (AR)  
PH.23392620



APPLICATION FORM  
RIGHT TO INFORMATION TEST-2017

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

Photograph

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-yyy)
6. Pay Matrix Table level (As per 7 CPC) \_\_\_\_\_
7. Category for which  LDC/Group-D and equivalent eligible (Please tick mark the  UDC/Assistant and equivalent category)  
 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
13. Bank Details (Please enclose copy of cancelled cheque):  
Name of Bank \_\_\_\_\_  
Branch Address \_\_\_\_\_  
Account No.   
IFSC Code   
MICR Code

(Without Bank details, application will be rejected)

*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 understand that in case my application is incomplete, the same shall be rejected and I shall be held fully responsible for the rejection. I also undertake that the knowledge gained would be properly utilized for office use.*

Signature of the Applicant .....



76/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  
EMAIL: arupdate@nic.in

No.F.15/01/2017/AR/ 8490-8581

Dated: 03/10/17

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-2017, to be held in December, 2017.

Sir /Madam,

With a view to encourage the officials /officers including Group D staff to get acquainted with the provisions of "Manual of Office Procedure" and use the knowledge so gained in their day-to-day working, a scheme of "Self Learning" of MOP – Test was introduced in the year 1991.

2. Under this scheme, all the desirous officials/ officers including Group-D can participate in the said test working in the Departments of Government of NCT of Delhi, District Judiciary, Delhi Police, Municipal Corporation/council and subordinate Offices/ Undertakings & Local Bodies functioning under Govt. of NCT of Delhi.

3. The test would be confined to the provisions of "Manual of Office Procedure Test" (MOP) 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 their equivalent; second for UDCs, Assistants and their equivalent and the third for Superintendents and their equivalent and above.

4. Each incumbent who secures 50% 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/-

*D*  
9/10/17  
05-5714

Circulate to all branch

Contd.. 2/-

O. S. G.A. (HQ)

Diary No. 4517

04/10/2017

Pl. circulate to all districts & all branches

M. Prakash



7512

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.1,000/- for standing first, Rs.700/- 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 employees could be able to participate in the test.

8. 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 30. October, 2017**. The test is likely to be held in the **month of December, 2017**. 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 30<sup>th</sup> November, concerned candidate may obtain the same from A.R. Department, in person.

Encl: As above.

Yours faithfully,

*L.R. Singh*  
03/10/2017

(L.R. SINGH)  
DEPUTY DIRECTOR (AR)  
PH.23392620

No.F.15/01/2017/AR/ 8490-8589

Dated: 03/10/17

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.

*L.R. Singh*  
03/10/2017

(L.R. SINGH)  
DEPUTY DIRECTOR (AR)  
PH.23392620







73/C

9 Section/Branch/Unit


10 Complete Office address with Pin code


11 Complete Residential Address with Pin code


12 Contact Numbers

Office 

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Residence 

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Mobile 

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13. Bank Details (Please enclose copy of cancelled cheque):

Name of Bank \_\_\_\_\_

Branch Address \_\_\_\_\_

Account No. 

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IFSC Code 

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MICR Code 

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(Without Bank details, application will be rejected)

*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 understand that in case my application is incomplete, the same shall be rejected and I shall be held fully responsible for the rejection. I also undertake that the knowledge gained would be properly utilized for office use.*

Signature of the Applicant .....