

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI
(ADMINISTRATION BRANCH)

F.10(232)/2015/DSW/Cir/Estt./Pt-II/ 21262-331

Dated:

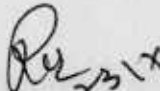
23 OCT 2017

CIRCULAR

Please find enclosed the copies of the following letters received in this Department for information and further necessary action:-

1. No.F.15/01/2017/AR/8490-8589 dated 03.10.2017 received from Dy. Director (AR), GNCT of Delhi regarding Manual of Office Procedure Test-2017, to be held in December, 2017.
2. A letter dated 01.09.2017 received from A S Kalyana kumar (Programme Director) Osmania University Campus, Hyderabad-500007, through E-mail regarding Management Development Programme on "e-Procurement System-for Vigilant and Transparency" at IPE 25th & 27th October 2017.

Encls: As above.


Supdt. (Admn.-II)


F.10(232)/2015/DSW/Cir/Estt./ 21262-331

Dated:

23 OCT 2017

Copy to:-

1. All DDs/DSWOs, DSW, GNCTD, Delhi Gate, New Delhi.
2. All Supdts/DDOs/HOOs of Homes/Institutions, DSW, GNCTD.
3. Sr. System Analyst, DSW for uploading the circular on the departmental website.
4. Guard file.


Supdt. (Admn.-II)

10/3/2017

https://mail.gov.in/wc_static/layout/shell.html?lang=en&3.0.1.2.0_15121607

mail to DSW/WCD

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Office of the Secretary (SW/WCD)
 Deptt. of Social Welfare
 Govt. of NCT of Delhi

03 OCT 2017

Dy. No.. 5040

128/c

Subject: Kind Attn: Training on "e-Procurement System - for Vigilant and Transparency" on 25-27 Oct 2017 at IPE, Osmania University Campus, Hyd- Reg

To: pssw@nic.in

Date: 03/10/17 14:45

From: "A S Kalyana Kumar - IPE, Osmania University Campus, Hyderabad" <kalyan@ipeindia.org>

Vigilant - Transparent e-Proc Sys 25-27 Oct 2017 B... (371...)

Cov Lett e-Proc Vigilant and Transparent 1 Pg.pdf (440kB)

MOST URGENT

Dear Sir/Madam,

M 31/x/w:7
DSW/WCD

Sub: Management Development Programme on **e-Procurement System - for Vigilant and Transparency - Reg**

SSA
D.D. (Admin.)

We are happy to inform that our Institute is organising a two day Management Development Programme on "**e-Procurement System - for Vigilant and Transparency**" at IPE 25nd & 27rd October 2017.

We look forward for your support by deputing some of your internal users (Indenters-Maintenance & Operations Team) i.e. all executives working in Purchase, Works, Maintenance, Stores, Finance, Commercial, Transport, Contracts and EDP Departments, etc. (Brochure enclosed)

Kindly sent your communications by Fax/ email on 040-27095478(Fax) & kalyan@ipeindia.org

Encl: Brochure Attached

With best regards,

Kalyana Kumar A S

DIRECTOR SOCIAL WELFARE

03 OCT 2017

DY. NO. 4811

3500

15/10/17

https://mail.gov.in/wc_static/layout/shell.html?lang=en&3.0.1.2.0_15121607

A.S.Kalyana Kumar

M.Tech., M.Phil., (Ph.D.),
Asst. Professor, IT Division



125/c

Institute of Public Enterprise

Osmania University Campus, Hyderabad - 500 007, A.P., India

Tel: Off: 040-23490943, Fax: 040-27095478 E-mail: kalyan@gmail.com

Date: 14-09-2017

MOST URGENT

Dear Sir/Madam,

Sub: Management Development Programme on **e-Procurement System – for Vigilant and Transparency - Reg**

We are happy to inform that our Institute is organising a two day Management Development Programme on **"e-Procurement System – for Vigilant and Transparency"** at IPE **25nd & 27rd October 2017.**

We look forward for your support by deputing some of your internal users (Indenters- Maintenance & Operations Team) i.e. all executives working in Purchase, Works, Maintenance, Stores, Finance, Commercial, Transport, Contracts and EDP Departments, etc. (Brochure enclosed)

Kindly sent your communications by Fax/ email on 040-27095478(Fax) & kalyan@ipeindia.org

With best regards.

Yours sincerely

AS Kalyana Kumar
Programme Director

A Three Day Training Programme on
E-PROCUREMENT SYSTEM
FOR VIGILANT AND TRANSPARENCY
25th - 27th October, 2017.
 Institute of Public Enterprise, Osmania University Campus, Hyderabad
 Website: www: ipeindia.org



INTRODUCTION & OBJECTIVES: Business transactions of any enterprise include undertaking some capital works and/or in supply or procurement of goods or services. In the present regime of corporate governance, there should be a vigilance proof and transparent E-procurement System while undertaking works or in supply or procurement of goods and services.

PROGRAMME OUTLINE: The deliberations at this programme shall focus on e-Procurement System in regard to different types & methods for procurement of Goods, & services, undertaking works contracts etc. In brief it covers all the aspects such as the constituents of a sound procurement document, evaluation criteria, e-procurement module, security concerns, creation of data base, change management, implementation experience etc. The suggested modules take care of the following Multi level security checks.

- Secured Hosting facility
- Web security-SSL technology
- Two factor authentication with Digital Signatures
- Bid encryption at client system itself
- Audit trail of each activity
- Good backup policy
- Security audit by independent third party
- Time stamping
- Access control systems
- Various Online threats and Safety

PROGRAMME METHODOLOGY: The Programme will be conducted in an interactive environment. Emphasis will be on a highly participative style of learning. Programme Methodology includes class room lectures with audio visuals and sharing of experiences, along with simulation demo.

PROGRAMME DIRECTOR :
 Mr. A.S. Kalyana Kumar, Asst.Prof.
 Information Technology Division,
 Institute of Public Enterprise, O.U. Campus,
 Hyderabad-500007, Andhra Pradesh.

RESOURCE PERSONS : Along with our core faculties, Experts and experienced professionals who have got practical experience and practicing professionals from the industry.

TARGET PEOPLE: This course is designed to meet the requirements of Internal users (Indenters-Maintenance & Operations team) i.e. all executives working in Vigilance, Purchase, Works, Maintenance, Stores, Finance, Commercial, Transport, Contracts and EDP Departments.

DATES & VENUE : 25th Oct - 27th Oct 2017, Campus, Hyderabad is 25 km from Shamshabad airport and 6km from Secunderabad railway station.

NON-RESIDENTIAL FEE : Rs. 15,000 /- (Fifteen thousand only) + GST per participant. Fee includes courseware, Lunch and refreshments. Limited accommodation available with separate charges (1000/-+GST per day for twin sharing A/c and 1500/-+GST per day for single A/c accommodation), for accommodation details contact our program officer Mr. P.Chandrasekhar on 09391932101 pchandrasekhar@ipeindia.org well in advance.

TIMINGS : Registration at 9.30 a.m. on the first day. On all other days the sessions will be from 10.00 a.m. to 5.00 p.m. with breaks in between.

HOW TO REGISTER: Please send your nominations preferably by email or by fax. All payments are to be made in favour of "Institute of Public Enterprise, Hyderabad" by Demand Draft. All correspondence can be addressed to the Programme Director and e-mail : kalyan@ipeindia.org

CERTIFICATE OF PARTICIPATION: IPE issues a certificate of participation along with a group photo of participants on the conclusion of the programme.

126/c

124/c

Admn

Office of the Secretary (SW/WCD)
Deptt. of Social Welfare
Govt. of NCT of Delhi

10 OCT 2017

Dy. No. 513-6

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI
EMAIL: arupdate@nic.in

No.F.15/01/2017/AR/ 8490-8587

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/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 Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

For wide
circulation in all
Sections/Units

Moolxly
D S
DWC

Sub: Manual of Office Procedure Test 2017, to be held in December, 2017.

DD (Admn)

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/-

Sh. Sandeep
Gupta
13/10/17

DIRECTOR SOCIAL WELFARE
13 OCT 2017
DY. NO. 4898

DEPT. OF SOCIAL WELFARE
Distt. No. 3489
Date 13/10/17

Contd...2/-

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 30th November, concerned candidate may obtain the same from A.R. Department, in person.

Encl: As above.

Yours faithfully,

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

Office of the Secretary (SW/WCO)
Deptt. of Social Welfare
Govt. of NCT of Delhi
10 OCT 2017
Dy. No. 5136

Section/Branch/Unit

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, 1P ESTATE, NEW DELHI
Complete Office Address: [redacted]@nic.in
with Pin code

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

Dated: 03/10/17

To,

- All Pr. Secretaries/Secretaries/Head of Departments,
Govt. of NCT of Delhi,
Delhi/New Delhi.
- District & Session Judges,
Tis Hazari/Karkardooma/Rohini/Dwarka/Saket/Patala House Courts,
Delhi/New Delhi.
- All MD's/Chairman of Local/Autonomous Bodies,
Undertakings/Corporations,
Govt. of NCT of Delhi, Delhi/New Delhi.
- The Commissioner of Municipal Corporation of Delhi,
East/North/South Districts,
Delhi/New Delhi.
- The Commissioner of Police,
Delhi Police,
Delhi/New Delhi.
- The Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

For wide
circulation in all
Sections/Units

Residence

Mobile

Sub: Manual of Office Procedure (MOP) Test to be held in December 2017

Sir /Madam, Name of Bank

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 the scheme, all the desirable 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 will 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 JDCs, Assistants and their equivalent and the third for Superintendents and their equivalent and above.

4. Each incumbent who secures (Without Bank details, application will be rejected) 50% and above marks would be eligible for cash award on the basis of higher performance in the test at the following rates:-

Slab of Marks	Amount of Prize
80% and above	500/-
70% to 79%	300/-
60% to 69%	200/-
50% to 59%	100/-

DIRECTOR SOCIAL WELFARE
13 OCT 2017
DY. NO. 4898

DISTRICT SOCIAL WELFARE
DIARY No. 3789
Date: 03/10/17
Signature of the Applicant

Contd...2/-

Moolxly
D. Singh
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DD (Admin)
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SP AR
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Sh. Sandeep
Circulate

124/c

