

No.F.15/01/2018/AR/ 16248-58

Dated: 01/10/18

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

Sub: Comprehensive test on Manual of Office Procedure (MOP) for 2018, extended date for submission of application upto 30th November, 2018.

Sir /Madam,

In continuation of the AR Department's Circular of even number dated 23/08/2018 on the subject cited above, it is to inform that the last date for submission of application form for the aforesaid test has been extended upto 30th November, 2018.

Therefore, application forms from desirous candidates may please be sent to the Administrative Reforms Department in prescribed proforma (available on the website of this Department) **latest by 30th November, 2018**. The exact date, time and venue for the test will be intimated in due course. In case, the roll numbers for the test are not received, concerned candidate may obtain the same from A.R. Department, in person.

Yours faithfully,

L.R. Singh
(L.R. SINGH)
DEPUTY DIRECTOR (AR)
PH.23392726

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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. 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.23392726