

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

No.F.5(17)/2011/MOP/CDN/TTE/817-21

Dated : 06/09/2018

To

1. All Head of Institutions under, DTTE.
2. All Branch in-charges at TTE (HQ) / BTE.

Sub:- (1) Comprehensive test on Manual of office Procedure Test-2018,

And

- (2) Comprehension Test on Right to information Act, 2005 for 2018.

Please find enclosed a copy of each letter along-with its enclosures vide No.F.15/01/2018/AR/14362-72 dated: 23/08/2018 and F.No.13/04/RTI/2018/AR/14351-61 dated 23/08/2018 on the subject cited above, received from Dy. Director (AR) Deptt. which are being uploaded on the Department website www.tte.delhigov.nic.in which may be downloaded for information & necessary action at your end.



(ASHOK DARYANI)
ADMINISTRATIVE OFFICER(CDN)

No.F.5(17)/2011/MOP/CDN/TTE/817-21

Dated : 06/09/2018

Copy for information :-

1. P.S. to Secretary TTE.
2. P.S. to Director, TTE.
3. The System analyst, DTTE(HQ) with the request to upload the above noted information on the website of the Deptt. copies of the letters referred to above are also enclosed.



(ASHOK DARYANI)
ADMINISTRATIVE OFFICER(CDN)

23/08/18 REF/18

No.F.13/04/RTI/2018/AR/14351-61

Dated: 23/08/18 28/09

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/Patalia 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.

DIRECTOR (TTE)
 Diary No. 2293
 Dated 30-08-18

Dir/TTE
 Ad (cdm)

For wide circulation in all Sections/Units

As circulated
 4/9
 SO (cdm)

Office of the Director (TTE)
 Govt. of NCT of Delhi
 Diary No. 2085
 Date 28.8.2018
 706/CDN
 04/09/18

Sub: Comprehension Test on Right to Information Act, 2005 for 2018.

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. C for LDC/Jr. Asstt/Group-D, B for UDC/Sr. Asstt/Gr.II or equivalent and A for Gr.I/S.O. and their equivalents 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/-

234/c
Date: _____
Dist. No. _____

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. C for LDC/Jr. Asstt/Group-D, B for UDC/Sr. Asstt/Gr.II or equivalent and A for Gr.I/S.O. and their equivalents and 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.

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 30th, September, 2018**. The exact date, time and venue of the test will be intimated in due course.

Encl: As above.

Yours faithfully,

(Signature)
23/08/18
(L.R.SINGH)

DEPUTY, DIRECTOR (AR)
PH.23392726

No. F.13/04/RTI/2018/AR | 14351-61

Dated: 23/08/18

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.

(Signature)
23/08/18
(L.R.SINGH)

DEPUTY DIRECTOR (AR)
PH.23392726

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

92/225/17-17
 225/2017
 2018-18
 23-03-18

No.F.15/01/2018/AR/14362-72

Date: 23/03/18

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/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.

[Handwritten signature]
 23/03/18

For wide circulation in all Sections/Units

2038
 258-18
 707/CDM/
 04/08/18

[Handwritten signature]
 23/03/18
 Pl circulate
[Handwritten signature]
 4/8

Sub: **Comprehensive test on Manual of Office Procedure (MOP) for 2018.**

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. C for LDC/Jr. Asstt/Group-D, B for UDC/Sr. Asstt/Gr.II or equivalent and A for Gr.I/S.O. and their equivalents 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/-

Contd...2/-

2/N

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. **C** for LDC/Jr. Asstt/Group D, **B** for UDC/Sr. Asstt/Gr.II or equivalent and **A** for Gr.I/S.O. and their equivalents and 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.

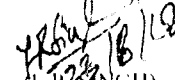
6. The employees who secure 80% and above marks and win a cash prize of Rs 1,500/- in this test, would not be allowed to participate in the next year's test

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 30th, September, 2018**. The exact date, time and venue of the test will be intimated in due course.

Yours faithfully,

Encl: As above.

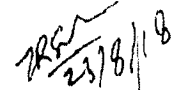

(L.R. SINGH)
DEPUTY DIRECTOR (AR)
PH.23392726

No.F.15/01/2018/AR/ 14362-72

Dated: 23/08/18

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.23392726

APPLICATION FORM
MANUAL OF OFFICE PROCEDURE TEST 2018
 (Note: Incomplete application forms should be rejected.)

29/11

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 Level in pay matrix (Don't mention basic pay)
7. Category for which eligible (Please tick mark the category)

<input type="checkbox"/> Gr./SO/Supdt. or equivalent and above (A)	<input type="checkbox"/> UDC/Sr.Asstt/Gr.II/Assistant or equivalent (B)	<input type="checkbox"/> LDC/Jr. Asstt/Group-D or equivalent (C)
--	---	--

8. Department
9. Section/Branch/Unit
10. Complete Office address with Pin code
11. Complete Residential Address with Pin code
12. Contact Numbers
- | | |
|-----------|----------------------|
| Office | <input type="text"/> |
| Residence | <input type="text"/> |
| Mobile | <input type="text"/> |

13. Bank Details (Please enclose copy of cancelled cheque):
 Name of Bank _____
 Branch Address _____

Account No.	<input type="text"/>
IFSC Code	<input type="text"/>
MICR Code	<input type="text"/>

(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 also undertake that the knowledge gained would be properly utilized for office use.

Signature of the Applicant