

## DELHI JAL BOARD; GOVERNMENT OF N.C.T. OF DELHI OFFICE OF THE ASSISTANT COMMISSIONER(D) Varunalaya Ph-II, Karol Bagh, New Delhi-110005

Tel.: 23551279, www.delhijalboard.nic.in

No. DJB/AC(D)/MOP/RTI/2018/ 58731

Dated: 25, 09, 20/8

Subject Comprehension Test on Manual of office Procedure for 2018 and Comprehension Test on RTI Act 2005 for 2018.

All the DDOs/Controlling officers are requested to circulars among their staff to participate in "Comprehension Test on Manual of office Procedure for 2018 and Comprehension Test on RTI Act 2005 for 2018." received from administrative Reforms Department, Govt of NCT of Delhi(copy enclosed) and also forward the applications in the prescribed proforma of the willing employees to the undersigned on or before 28/09/2018. Applications received after above date will not be entertained.

Encl: As above.

ADMINISTRATIVE OFFICER(D)

### All DDOs

#### Copy to:

1. CEO/Members/CVO/AddI//CEO/Secy. DJB

2. All Directors

3. EE(EDP) with request to upload this circular alongwith proforma on DJB websites

4. Dy. Dir.(PR).

ADMINISTRATIVE OFFICER(D)

27/09/18 TO

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27-09-18

#### APPLICATION FORM

# MANUAL OF OFFICE PROCEDURE TEST-2018 (Note: Incomplete application forms would be rejected)

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5	Date since when holding the										
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8	Department										
9	Section/Branch/Unit										
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	(Without	Bank details, application will be rejected)									
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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 .....

#### APPLICATION FORM

### CONFREHENSIVE TEST ON RTI ACT, 2005 for - YEAR 2018

(Note: Incomplete application forms would be rejected)

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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 discinlinary proceedings against me. I also undertake that the knowledge gained would be properly utilized for office use.

Signature of the Applicant