

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

F.44(255)/2017/DSW/Cir/Estt./ 22069-22139

Dated:

19 SEP 2018

CIRCULAR

Please find enclosed the copies of the letters received from Administration Reforms Departments of Govt. NCT of Delhi & Office of Secretary (Education), Old Secretariat, Delhi (GNCTD) for information and further necessary action.

S.No	Name of the Minister/Deptt.	O.M No. and dated	Subject
1.	Administrative Reforms Department, Delhi Secretariat, I.P Estate, New Delhi	No.F.15/01/2018/AR/14362-72	Comprehensive test on Manual of Office Procedure (MOP) for 2018.
2.	Administrative Reforms Department, Delhi Secretariat, I.P Estate, New Delhi	No.F.13/04/RTI/2018/AR/14351-61	Comprehensive test on Right to Information Act, 2005 for 2018.
3.	Government of NCT of Delhi, Office of Secretary (Education), Old Secretariat, Delhi	No.300/RDE(C)/532	"Calling all DGS Alumni"

Encl: As above

SB
18/09/2018
Section Officer(Admn-II)

F.44(255)/2017/DSW/Cir/Estt./ 22069-22139

Dated:

19 SEP 2018

Copy to:-

1. All DDs/DSWOs, DSW, GNCTD, Delhi Gate, Delhi
2. All Supdts/DDO/HOO of Homes/Institutions, DSW, GNCT Delhi Gate, Delhi
- ✓ 3. Sr. System Analyst, DSW for uploading the circular on the departmental website.
4. Guard file.

1469/ce
17/4/18

1073/Dir?
24/09/2018

~~System Analyst~~
Sh. Abhishek Rao A.P

**GOVERNMENT OF NCT OF DELHI
OFFICE OF SECRETARY (EDUCATION)
OLD SECRETARIAT, DELHI-110054**

No. 300/RDE(C)/ 532

Dated: 30/8/18

To

The Pr. Secretary/ Secretary/ HOD
Social Welfare Department,
GLNS Complex,
Delhi

Office of the Secretary (Education)
Deptt. of Social Welfare
Govt. of NCT of Delhi

10 SEP 2018

Dy. No.. 4265

Sir,

The Directorate of Education, NCT of Delhi, has taken an initiative to form an Alumni Association to inspire students studying in Government schools of Delhi.

2. A link "Calling all DGS Alumni" has been created on the official website of DOE for the Alumni to register with the Alumni Association. It is envisioned that the former students may significantly influence the current students of DOE schools to map their career prospects through talks, meets and interactive session.

3. The process of identification and registration of Alumni members has already been started by schools of Delhi Government. In order to persevere the process so that the initiative may be successful, it requires a search/ identification of the former students of Delhi Government schools working in all Departments of NCT of Delhi.

4. I would, therefore, like to request you to issue appropriate directions to subordinate and attached offices of your department including Autonomous bodies and PSUs to identify the former students of Delhi Government schools who are now working in your office and encourage them to register on www.edudel.nic.in. It is also requested to send the list of such officials/ Alumni in the following format to the Nodal office at rdirectorcentral@gmail.com so that they may be contacted by the Directorate.

S. No.	Name of official	Designation	Contact No. (Mobile)	Place of posting	Delhi Govt. school where official studied	Year of passing

Yours faithfully,
Sandeep Kumar
(SANDEEP KUMAR)
SECRETARY (EDUCATION)

24/6/18 (PD(A))
11-09-18
SB 12/09
PI. C. S. Wata

DSW
DD (Admin) SW

Office of the Secretary (SWANCD)
Dept. of Social Welfare
Govt. of NCT of Delhi
28 AUG 2018
4020
Dy. No.

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.15/01/2018/AR/14362-72

Dated: 23/08/18

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,
Deihi/New Delhi.
- 6 The Chairperson /CEO
NDMC/ DJB,
Delhi/New Delhi.

DSW

For wide circulation in all Sections/Units

DIRECTOR SOCIAL WELFARE
28 AUG 2018
DY. NO. 2554

D. D. (Admin)

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: -

2017/ODIA)
29-08-18

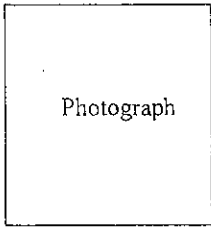
Slab of Marks	Amount of Prize
80% and above	1,500/-
70% to 79%	1,000/-
60% to 69%	800/-
50% to 59%	600/-

(A)
29/8/18
S. S. Sankar
P. C. Sankar
29/8/18

Contd...2/-

APPLICATION FORM
MANUAL OF OFFICE PROCEDURE TEST- 2018

(Note: Incomplete application forms would be rejected)



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)

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

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"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Residence | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

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

Office of the Secretary (SW/WCD)
 Govt. of NCT of Delhi
 Dy. No. 4019
 28 AUG 2018

(NCT)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 ADMINISTRATIVE REFORMS DEPARTMENT
 7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

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

Dated: 23/08/18

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.

DSW

2115 / DD(A)
 29.08.18

For wide
 circulation in all
 Sections/Units

DIRECTOR SOCIAL WELFARE
 28 AUG 2018
 DY. NO. 2553

D.D. (Admm.)

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/-

Secretary
 P. V. Chaturvedi
 28/8/18

28/8/18

Continue on -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. 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,

(Handwritten signature)
(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.

(Handwritten signature)
(L.R.SINGH)

DEPUTY DIRECTOR (AR)
PH.23392726

APPLICATION FORM
COMPREHENSIVE TEST ON RTI ACT, 2005 for – YEAR 2018
(Note: Incomplete application forms would be rejected)



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)

Gr.I/SO/Supdt. or equivalent and above (A)	UDC/Sr.Asstt/Gr.II/Assistant or equivalent (B)	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									
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 also undertake that the knowledge gained would be properly utilized for office use.

Signature of the Applicant