

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

Office of the Secretary (SW/WCO)
 Deptt. of Social Welfare
 Govt. of NCT of Delhi
 23 AUG 2018
 Dy. No... 4020

Dated: 23/08/18

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

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.

1853/201A
 31/8/18
 JD/07
 30/8/18

For wide
 circulation in all
 Sections/Units

2489
 29/08/18

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 JDC/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/-

May be upload
 circulate through DWCD website.

MS. Manika
 S.O (Admin)
 31/8/18

Ramy
 31/8
 Contd...2/-

7/9/18

