

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

No.F.13/06/RTI/2019/AR 10895-11132

Dated: 09/09/19

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: **Comprehension Test on Right to Information Act, 2005 for 2019.**

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 Assistant/Gr.II(DASS)/ASO/UDC/Sr. Asstt/ 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/-

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 Assistant/Gr.II(DASS)/ASO/UDC/Sr. Asstt/ 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 (except officers/officials of AR Deptt.) may please be sent to Administrative Reforms Department in the enclosed proforma (also available on the website of this Department) **latest by 31<sup>st</sup>, October, 2019**. The exact date, time and venue of the test will be intimated in due course.

Encl: As above.

Yours faithfully,

*[Handwritten Signature]*  
9/9/19

(L.R.SINGH)

DEPUTY DIRECTOR (AR)

PH.23392726

No.F.13/06/RTI/2019/AR/10895-11132

Dated: 09/09/19

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.

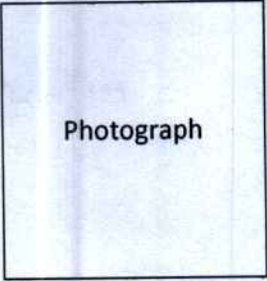
*[Handwritten Signature]*  
9/9/19

(L.R.SINGH)

DEPUTY DIRECTOR (AR)

PH.23392726

**APPLICATION FORM**  
**COMPREHENSIVE TEST ON RTI ACT, 2005 for – YEAR 2019**  
 (Note: Incomplete application forms would be rejected)



Roll Number 

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 (To be allotted by A.R. Department)

1. Name in capital letters (in English) 

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2. Father's/Husband's Name 

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3. Sex  Male  Female

4. Designation 

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5. Date since when holding the post 

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 (dd-mm-yyyy)

6. Pay Level in pay matrix (Don't mention basic pay) 

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7. Category for which eligible (Please tick mark the category)

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

8. Department 

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9. Section/Branch/Unit 

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10. Complete Office address with Pin code 

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11. Complete Residential Address with Pin code 

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12. Contact Numbers

Office																			
Mobile																			
e-mail Id:																			

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

Account No.																			
IFSC Code																			
MICR Code																			

(Without bank details, application may not be considered)

*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 .....