

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT
.....,
ACHARYA SHREE BIKSHU GOVT. HOSPITAL
.....,
MOTI NAGAR
.....,
NEW DELHI-110015.
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2186

Name & Designation :REKHA.CHOPRA, ASO.....

Department :ACHARYA SHREE BIKSHU GOVT. HOSPITAL.....

Branch/Office/Section : ESTT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2198

Name & Designation :SANJAY.LAL.BARNABAS, SR. ASSTT.....

Department :ACHARYA SHREE BIKSHU GOVT. HOSPITAL.....

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3171

Name & Designation : RAKSHIT JAIN, JR. ASSTT.

Department : ACHARYA SHREE BIKSHU GOVT. HOSPITAL

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE PRINCIPAL
.....,
AMBEDKAR UNIVERSITY DELHI
.....,
LOTHIAN ROAD
.....,
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

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Encls. As above [22 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2034

Name & Designation : AYUSHI VERMA, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : STUDENT SERVICES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2037

Name & Designation : BHAWNA SADANA, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2067

Name & Designation : HARISH KUMAR TOMAR, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2128

Name & Designation : NISHANT SOLOMON, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL OF DESING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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ADMINISTRATIVE REFORMS DEPARTMENT
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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2149

Name & Designation :PRAVEEN KUMAR, ASSISTANT.....

Department :AMBEDKAR UNIVERSITY DELHI.....

Branch/Office/Section : SCHOOL OF VOCATIONAL STUDIES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2152

Name & Designation :PREMA KUMARI, ASSISTANT.....

Department :AMBEDKAR UNIVERSITY DELHI.....

Branch/Office/Section : SCHOOL OF LETTE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2156

Name & Designation : PRIYANKA ALAGH, SR. ASSTT.

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2162

Name & Designation : RAJ KUMAR, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL OF HUMAN ECOLOGY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2170

Name & Designation : RAJU SOLANKI, JR. CONSULTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL OF GLOBAL AFFAIRS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2194

Name & Designation : SANGEETA, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL OF DEVELOPMENT STUDIES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

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ADMINISTRATIVE REFORMS DEPARTMENT
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MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2203

Name & Designation : SATISH CHANDRA JOSHI, JR. CONSULTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : HR DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2209

Name & Designation : SHIVAM KAUSHIK, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : AR UNIVERSITY DELHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2224

Name & Designation : SUNIL, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2235

Name & Designation : SURESH PRASAD, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2261

Name & Designation : YUSUF RAZA NAQVI, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : ACADEMIC SERVICES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3006

Name & Designation : ADESH KUMAR, OFFICE ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : HR DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3035

Name & Designation : ASHA DEVI D, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : UNDERGRADUATE STUDIES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3036

Name & Designation : ASHA DEVI D, ASSISTANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : UNDERGRADUATE STUDIES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3053

Name & Designation :BHUPENDER SINGH, ASSISTANT.....

Department :AMBEDKAR UNIVERSITY DELHI.....

Branch/Office/Section : HR DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3172

Name & Designation :RAM KUMAR, ASSISTANT.....

Department :AMBEDKAR UNIVERSITY DELHI.....

Branch/Office/Section : LODHI ROAD CAMPUS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3192

Name & Designation : SANDEEP KUMAR, DEO

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : AES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3218

Name & Designation : SWAMI NATH, ATTENDANT

Department : AMBEDKAR UNIVERSITY DELHI

Branch/Office/Section : SCHOOL OF VOCATIONAL STUDIES

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SR. ACCOUNTS OFFICER (ADMN.).....
DIRECTORATE OF AUDIT.....
4TH LEVEL, C-WING, DELHI SECRETARIAT.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [5 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1009

Name & Designation :*DEEPAK KUMAR, AAO*.....

Department :*DIRECTORATE OF AUDIT*.....

Branch/Office/Section :*AUDIL*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1042

Name & Designation :*SANDEEP KUMAR, AAO*.....

Department :*DIRECTORATE OF AUDIT*.....

Branch/Office/Section :*AUDIT PART NUMBER-15*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2185

Name & Designation : REKHA, UDC

Department : DIRECTORATE OF AUDIT

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3046

Name & Designation : AVDESH KUMAR, JR. ASSTT.

Department : DIRECTORATE OF AUDIT

Branch/Office/Section : CAG

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3212

Name & Designation :*SUNNY BISHT, JR. ASSTT.*.....

Department :*DIRECTORATE OF AUDIT*.....

Branch/Office/Section :*ADMN BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT
.....,
BABU JAGJIVAN RAM HOSPITAL
.....,
JAHANGIR PURI DELHI-33
.....,
DELHI-110033
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2252

Name & Designation : VINAY KUMAR PANDEY, SR. ASSTT.

Department : BABU JAGJIVAN RAM HOSPITAL

Branch/Office/Section : ESTT. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2254

Name & Designation : VIRENDRA KUMAR, SR. ASSTT.

Department : BABU JAGJIVAN RAM HOSPITAL

Branch/Office/Section : PURCHASE BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3188

Name & Designation :*SAKET KUMAR, GR- IV DASS*.....

Department :*BABU JAGJIVAN RAM HOSPITAL*.....

Branch/Office/Section : *PURCHASE BRANCH*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT.....,

Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Centre
.....,

Moti Bagh (West), New Delhi-110021
.....,

New Delhi-110021
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2003

Name & Designation : ABHIMAV ABHISHEK, SR. ASSTT.

Department : Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Ce

Branch/Office/Section : ADMN / OUTSOURCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2196

Name & Designation : SANJAY KUMAR JHA, ASO

Department : Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Ce

Branch/Office/Section : ESTABLISHAMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2257

Name & Designation : Y. RAGHAVENDRARAO, SR. ASSTT.

Department : Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Ce

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3081

Name & Designation : HARDEEP SINGH, JR. ASSTT.

Department : Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Ce

Branch/Office/Section : ESTABLISHMENT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3137

Name & Designation : NITESH TANEJA, JR. ASSTT.

Department : Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Ce

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3176

Name & Designation : RAVI KUMAR, JR. ASSTT.

Department : Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Ce

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT
.....,

DR. BSA HOSPITAL
.....,

SEC 06 ROHANI
.....,

DELHI 110085
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1019

Name & Designation :*HARSH.BALA, STATISTICAL OFFICER*.....

Department :*DR. BSA HOSPITAL*.....

Branch/Office/Section :*MEDICAL RECORD DEPARTMENT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. C.E.O. (ADMN.)
.....
O/O CHIEF ELECTORAL OFFICER
.....
OLD ST. STEPHEN COLLEGE BUILDING,
.....
KASHMERE GATE, DELHI-110006
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2207

Name & Designation : SAYA KANT, SR. ASSTT.

Department : O/O CHIEF ELECTORAL OFFICER

Branch/Office/Section : MEDIA AND TRAINING BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3127

Name & Designation : MUKESH CHOUDHARY, JR. ASSTT.

Department : O/O CHIEF ELECTORAL OFFICER

Branch/Office/Section : SVEEP BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY INSPECTOR GENERAL (PRISONS),
.....
CENTRAL JAIL (PRISON HEADQUARTERS)
.....
LAJWANTI CHOWK, NEAR JANAKPURI,
.....
NEW DELHI-110064
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2144

Name & Designation :*PRAKASH.CHANDRA, SR. ASSTT.*.....

Department :*CENTRAL JAIL (PRISON HEADQUARTERS)*.....

Branch/Office/Section :*CENTRAL JAIL MANDOLI HQ.*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3076

Name & Designation :*GAURAV, JR. ASSTT.*.....

Department :*CENTRAL JAIL (PRISON HEADQUARTERS)*.....

Branch/Office/Section :*ESTT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3193

Name & Designation : SANDEEP.SHOKEEN, JR ASSTT

Department : CENTRAL JAIL (PRISON HEADQUARTERS)

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3228

Name & Designation : URMILA KUMARI, LCD

Department : CENTRAL JAIL (PRISON HEADQUARTERS)

Branch/Office/Section : PROVTSION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SUPERINTENDENT (ADMN.).....
O/O THE CHIEF MINISTER.....
3RD LEVEL, A-WING, DELHI SECRETARIAT.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2116

Name & Designation : MYRALLIN, ASO

Department : O/O THE CHIEF MINISTER

Branch/Office/Section : PRESONAL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2188

Name & Designation : ROUSHAN KUMAR, SR. ASSTT.

Department : O/O THE CHIEF MINISTER

Branch/Office/Section : DY SECY GRIEVANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2220

Name & Designation : SUKHDEEP SINGH, SR. ASSTT.

Department : O/O THE CHIEF MINISTER

Branch/Office/Section : PROTOCOL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2256

Name & Designation : VOGESH KUMAR, SR. ASSTT.

Department : O/O THE CHIEF MINISTER

Branch/Office/Section : ADDITIONAL SECRETARY TO CM

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE PRINCIPAL
.....,
COLLEGE OF ART
.....,
20-22, TILAK MARG,
.....,
NEW DELHI-110001.
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3074

Name & Designation :*GAJENDER KUMAR, JR. ASSTT.*.....

Department :*COLLEGE OF ART*.....

Branch/Office/Section :*ACCOUNT BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3077

Name & Designation :*GAURAV KAUSHAIK, JR. ASSTT.*.....

Department :*COLLEGE OF ART*.....

Branch/Office/Section :*ADMIN BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3099

Name & Designation : JITENDERA PANDIT, JR ASSTT

Department : COLLEGE OF ART

Branch/Office/Section : ACADEMIC BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE OSD TO CHIEF SECRETARY
.....,
O/O CHIEF SECRETARY, DELHI
.....,
5TH LEVEL, A-WING, DELHI SECRETARIAT
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2245

Name & Designation :*VIJAY SINGH, SR. ASSTT.*.....

Department :*O/O CHIEF SECRETARY, DELHI*.....

Branch/Office/Section :*RTI BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY DIRECTOR (ISM)
.....
DIRECTORATE OF AYUSH
.....
A&U TIBBIA COLLEGE CAMPUS
.....
KAROL BAGH, NEW DELHI-110005.
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2094

Name & Designation :**KUMAR NAVTEJ MISHRA, PHARMACIST**.....

Department :**DIRECTORATE OF AYUSH**.....

Branch/Office/Section :**HOMOEOPATHIC WING**.....

Date & Time of Test :**Monday, 30 December 2019 03.00 PM to 04.30 PM**.....

Venue :**RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)**.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2095

Name & Designation :**LALIT KUMAR, SR. ASSTT.**.....

Department :**DIRECTORATE OF AYUSH**.....

Branch/Office/Section :**ADMIN BRANCH**.....

Date & Time of Test :**Monday, 30 December 2019 03.00 PM to 04.30 PM**.....

Venue :**RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)**.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2101

Name & Designation :*MAHESH CHANDER JOSHI, PHARMACIST*.....

Department :*DIRECTORATE OF AYUSH*.....

Branch/Office/Section :*HOMEOPATHIC WING*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2222

Name & Designation :*SUMANT VISHWAKARMA, STENO GR.III*.....

Department :*DIRECTORATE OF AYUSH*.....

Branch/Office/Section :*HOMOEOPATHIC WING*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2251

Name & Designation : VIKASH, ASO

Department : DIRECTORATE OF AYUSH

Branch/Office/Section : HOMEOPATHIC WING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3225

Name & Designation : UMESH KUMAR, JR ASSTT

Department : DIRECTORATE OF AYUSH

Branch/Office/Section : HOMEOPATHIC WING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE JOINT DIRECTOR
.....,
DELHI AGRICULTURAL MARKETING BOARD
.....,
9, INSTITUTIONAL AREA, PANKHA ROAD, JANAKPURI
.....,
NEW DELHI-110058
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1025

Name & Designation : MA+NOJ KUMAR, AAO

Department : DELHI AGRICULTURAL MARKETING BOARD

Branch/Office/Section : APMC NARELA DELHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2218

Name & Designation : SUBHASH GAIROLA, MS

Department : DELHI AGRICULTURAL MARKETING BOARD

Branch/Office/Section : APMC NARELA DELHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR
.....,
DIRECTORATE OF CIVIL DEFENCE
.....,
5, SHAM NATH MARG
.....,
DELHI-110054
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3092

Name & Designation :*HIRDESH KUMAR CHAUHAN, FMCD*.....

Department :*DIRECTORATE OF CIVIL DEFENCE*.....

Branch/Office/Section : *DM OFFICE*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE JUDGE
.....,
District court karkardooma
.....,
KARKARDOOMA DELHI
.....,
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1006

Name & Designation :*BRIJ BHUSHAN SHARMA, JUDICIAL ASSTT.*.....

Department :*District court karkardooma*.....

Branch/Office/Section : *COMPUTER BRANCH*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE OSD TO DY. CHIEF MINISTER
.....,

O/O THE DY. CHIEF MINISTER
.....,

6TH LEVEL, DELHI SECTT, IP ESTATE
.....,

NEW DELHI-02
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1002

Name & Designation :*ALOK SRI VASTAVA, AAO*.....

Department :*O/O THE DY. CHIEF MINISTER*.....

Branch/Office/Section :*O/O DY CHIEF MINISTER*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE COMMISSIONER
.....,
OFFICE OF DIVISIONAL COMMISSIONER
.....,
5-SAM NATH MARG
.....,
DELHI-54
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2159

Name & Designation : R. SESHADRI, ASO

Department : OFFICE OF DIVISIONAL COMMISSIONER

Branch/Office/Section : VIGILANCE BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SECRETARY
.....

DELHI ELECTRICITY REGULATORY COMMISSION
.....

VINIYAMAK BHAWAN, BLOCK-C, SHIVALIK, MALVIYA NAGAR
.....

NEW DELHI-110017
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2153

Name & Designation : PREMA RAWAT, STENO

Department : DELHI ELECTRICITY REGULATORY COMMISSION

Branch/Office/Section : SECRETARY PERSONAL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2197

Name & Designation : SANJAY KUMAR SINGH, EXECUTIVER ASSTT.

Department : DELHI ELECTRICITY REGULATORY COMMISSION

Branch/Office/Section : SECRETARIAT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3049

Name & Designation : AVTAR SINGH, DCD

Department : DELHI ELECTRICITY REGULATORY COMMISSION

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY DEVELOPMENT COMMISSIONER,
.....

DEVELOPMENT DEPARTMENT
.....

5/9, UNDER HILL ROAD
.....

DELHI-110054
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1048

Name & Designation : SUNITA MAHTA, SO

Department : DEVELOPMENT DEPARTMENT

Branch/Office/Section : PLANNING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2001

Name & Designation : AARTI, SR. ASSTT.

Department : DEVELOPMENT DEPARTMENT

Branch/Office/Section : ADMINISTRATION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE GENERAL MANAGER
.....,

DELHI FINANCIAL CORPORATION
.....,

PLOT NO. 37-38, PANKHA ROAD INSTITUTIONAL AREA, D-BLOCK, JANAKPURI
.....,

NEW DELHI-110058
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1024

Name & Designation :*LACHHMAN SINGH RAWAT, MANAGER*.....

Department :*DELHI FINANCIAL CORPORATION*.....

Branch/Office/Section :*RECOUERT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2024

Name & Designation :*ARUN KUMAR, JR. MANAGER*.....

Department :*DELHI FINANCIAL CORPORATION*.....

Branch/Office/Section :*PERSONAL*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADMINISTRATIVE OFFICER
.....,
DTE. OF FAMILY WELFARE
.....,
VIKAS BHAWAN-II, METCALF HOUSE,
.....,
DELHI-110054
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2022

Name & Designation : ARCHANA, SA

Department : DTE. OF FAMILY WELFARE

Branch/Office/Section : GENERAL STORE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE D.G. HOME GUARDS.....,

DTE GENERAL OF HOME GUARDS.....,

Nishkam Sewa Bhawan, CTI Complex, Raja Garden, Near Shivaji College, New De.....,

NEW DELHI -110027.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2169

Name & Designation :*RAJNIN SHONIK, DSO*.....

Department :*DTE GENERAL OF HOME GUARDS*.....

Branch/Office/Section :*DISTT OFFICER WEST*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3107

Name & Designation :*KIRAN SHARMA, F/M*.....

Department :*DTE GENERAL OF HOME GUARDS*.....

Branch/Office/Section :*ADMINSTRATION BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR GENERAL
.....,
DIRECTORATE OF HOME GUARDS
.....,
NISHKAM SEWA BHAWAN, CTI RAJA GARDEN,
.....,
NEW DELHI-110027
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2062

Name & Designation :*GIRWAR SINGH, DSO*.....

Department :*DIRECTORATE OF HOME GUARDS*.....

Branch/Office/Section :*LITIGATION BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2089

Name & Designation :*KANWAR PAL, D.S.O.*.....

Department :*DIRECTORATE OF HOME GUARDS*.....

Branch/Office/Section :*CTI COMPLEX RAJA GARDEN*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2092

Name & Designation :*KULWANT SINGH, PHARMACIST*.....

Department :*DIRECTORATE OF HOME GUARDS*.....

Branch/Office/Section :*O/O CDMO SWD*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2131

Name & Designation :*OM.PARKASH, ICD*.....

Department :*DIRECTORATE OF HOME GUARDS*.....

Branch/Office/Section :*CTI*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. DIRECTOR (ADMN.).....
DIRECTORATE OF HEALTH SERVICES.....
F-17, KARKARDOOMA,.....
DELHI-110032.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [25 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1004

Name & Designation : ASHISH PODDAR, DISTRICT ACCOUNT MANAGER

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1013

Name & Designation : DR. ANIL KUMAR, SMO

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : SDMO

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1038

Name & Designation :RAMESH KUMAR SHARMA, PHARMA.CIST.....

Department :DIRECTORATE OF HEALTH SERVICES.....

Branch/Office/Section : MTP AQC DGEHS ANTI SMOKING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2005

Name & Designation :AJAY MITTAL, PHARMACIST.....

Department :DIRECTORATE OF HEALTH SERVICES.....

Branch/Office/Section : CDMO NORTH WEST DISTT ROHINI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2032

Name & Designation : ATMA SAROHA, DPM

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : HEALTH IDHS-NW

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2045

Name & Designation : DEEPAK KUMAR, PHARMACIST

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : SCHOOL HEALTH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2051

Name & Designation : DEEPTI RAMANI, ESSTT. CLERK

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : DHS/DSHM IDHS -NW

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2107

Name & Designation : MEENA KUMARI, DAC

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : ASHA CELL NHM

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2124

Name & Designation : NEERAJ KUMAR, PHARMACIST

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : SCHOOL HEALTH SCHEME

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2133

Name & Designation : PARVEEN KUMAR, NON MEDICAL SUPERVISOR

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2171

Name & Designation : RAKESH KUMAR, PHARMACIST

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : CARETAKING BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2189

Name & Designation : SALIYID RAZA IRSHAD RIZVI, PHARMA

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : CDMO EAST

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2191

Name & Designation : SANDEEP KUMAR, PHARMACIST

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : SCHOOL HEALTH SCHEME

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2192

Name & Designation : SANDEEP KUMAR, PHARMACIST

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : CHIEF DISTRICT MEDICAL OFFICER

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2195

Name & Designation : SANJAY KUMAR, CDEO

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : IDSP SELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3022

Name & Designation : AMIT KUMAR, JSA

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : NORTH MCD

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3048

Name & Designation : AVTAR SINGH, DRESSER

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : MHS DGHS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3054

Name & Designation : BINDU MALHOTRA, ADMINISTRATIVE ASSTT

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3059

Name & Designation : CHAMAN PRAKASH, JR. ASSTT.

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : CENTRAL PROCUREMENT AGRNCY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3093

Name & Designation : HITESH KUMAR SHARMA, CDEO

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : AAMC CEEL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3101

Name & Designation : JYOTI, JR. ASSTT.

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : CDMO NORTH WEST DISTT. ROHINI DELHI-110085

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3162

Name & Designation : RAHUL RAWAT, CDEO

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : ACCOUNT SECTION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3178

Name & Designation : RAVINDER KUMAR, DRESSER

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : CDMO WD

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3195

Name & Designation : SANJAY KUMAR, ESTT. CLERK

Department : DIRECTORATE OF HEALTH SERVICES

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3206

Name & Designation :*SRIKANTA BEHERA, DRESSER*.....

Department :*DIRECTORATE OF HEALTH SERVICES*.....

Branch/Office/Section :*ADMIN DEPARTMENT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY DIRECTOR (ADMN.).....
DTE. OF INFORMATION & PUBLICITY.....
BLOCK NO. IX, OLD SECRETARIAT.....
DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2047

Name & Designation :**DEEPAK KUMAR, ASO**.....

Department :**DTE. OF INFORMATION & PUBLICITY**.....

Branch/Office/Section : **ADMIN**

Date & Time of Test : **Monday, 30 December 2019 03.00 PM to 04.30 PM**

Venue : **RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)**

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2178

Name & Designation :**RAVI, JR. ASSTT**.....

Department :**DTE. OF INFORMATION & PUBLICITY**.....

Branch/Office/Section : **ADVT**

Date & Time of Test : **Monday, 30 December 2019 03.00 PM to 04.30 PM**

Venue : **RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)**

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SECRETARY (DJB)
.....
DELHI JAL BOARD
.....
VARUNALAYA BUILDING, JHANDEWALAN,
.....
NEW DELHI-110005
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [50 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1027

Name & Designation :*MAHINDER KUMAR HANS, SE E&M*.....

Department :*DELHI JAL BOARD*.....

Branch/Office/Section :*ENGINEERING*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2055

Name & Designation :*DILIP KUMAR KAR, SR. ASSTT.*.....

Department :*DELHI JAL BOARD*.....

Branch/Office/Section :*FINANCE*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2063

Name & Designation : GULSHAN KUMAR, ASO

Department : DELHI JAL BOARD

Branch/Office/Section : DIRECTOR OF VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2102

Name & Designation : MAN MOHAN SINGH, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : MEMBER FINANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2122

Name & Designation : NAVNEET KANWAR, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

----- ✂ ----- ✂ ----- ✂ -----

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2127

Name & Designation : NIRAJ KUMAR, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

----- ✂ ----- ✂ ----- ✂ -----

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2130

Name & Designation : OM.PARKASH, SR. BHAWAN

Department : DELHI JAL BOARD

Branch/Office/Section : EE SDM-I KILOKRI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2157

Name & Designation : PUSHPENDER, UDC

Department : DELHI JAL BOARD

Branch/Office/Section : AC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2158

Name & Designation : PUSHPENDER, UDC

Department : DELHI JAL BOARD

Branch/Office/Section : AC-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2161

Name & Designation : RAJ KUMAR, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : VIGILANCE DEPARTMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2166

Name & Designation : RAJESH.SHARMA, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2173

Name & Designation : RAM.BIR.SINGH, SR.ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : SO ESTT.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2187

Name & Designation :RITA NARU, ASO.....

Department :DELHI JAL BOARD.....

Branch/Office/Section : SE (E&M) WS-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2206

Name & Designation :SATYAJEET KUMAR, SR. ASSTT.....

Department :DELHI JAL BOARD.....

Branch/Office/Section : AC ESTT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2216

Name & Designation : SUBHASH CHAND, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : OFFICE OF THE EE NW-I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2243

Name & Designation : VIJAY KUMAR KASHYAP, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : JOINT DIRECTOR (N.E.) SHAHDARA

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2246

Name & Designation : VIKARAM WALIA, SR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC LAND & ESTAT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3016

Name & Designation : AKASH SHARMA, SCBELDAR

Department : DELHI JAL BOARD

Branch/Office/Section : AC (G)-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3024

Name & Designation : ANCHAL GAUR, PCAMR

Department : DELHI JAL BOARD

Branch/Office/Section : AC (D)

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3027

Name & Designation : ANKIT KUMAR, APD

Department : DELHI JAL BOARD

Branch/Office/Section : AC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3031

Name & Designation : ARUN KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC (D)

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3032

Name & Designation : ARVIND KUMAR, BELDAR

Department : DELHI JAL BOARD

Branch/Office/Section : LAW OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3033

Name & Designation : ARVIND.SINGH, BELDAR

Department : DELHI JAL BOARD

Branch/Office/Section : LAW DEPTT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3037

Name & Designation : ASHISH, PCAMR

Department : DELHI JAL BOARD

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3040

Name & Designation : ASHISH KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : REVENUE DEPTT.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3045

Name & Designation : ATUL KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : CEO OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3061

Name & Designation :CHETAN SHARMA, JR. ASSTT.....

Department :DELHI JAL BOARD.....

Branch/Office/Section : ASSISTANT CIMMISSINER

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3062

Name & Designation :DAYA RAM SHARMA, FITTER, M.....

Department :DELHI JAL BOARD.....

Branch/Office/Section : ASSISTANT COMMISSIONER

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3094

Name & Designation : INDER PAL SINGH, CHOWKIDAR

Department : DELHI JAL BOARD

Branch/Office/Section : E.E (WEST)-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3108

Name & Designation : KRISHNA KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : ASSISTANT COMMISSIONER

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3112

Name & Designation :LOKESH KUMAR, JR. ASSTT......

Department :DELHI JAL BOARD.....

Branch/Office/Section :RECRUITMENT RULE CELL.....

Date & Time of Test :Monday, 30 December 2019 03.00 PM to 04.30 PM.....

Venue :SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107).....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3113

Name & Designation :LOKESH KUMAR, PCAMR.....

Department :DELHI JAL BOARD.....

Branch/Office/Section :AC.....

Date & Time of Test :Monday, 30 December 2019 03.00 PM to 04.30 PM.....

Venue :SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107).....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3114

Name & Designation : LUXMI, DEO

Department : DELHI JAL BOARD

Branch/Office/Section : AC (T)

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3122

Name & Designation : MANOJ, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : SE (DR) PR-IV

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

----- ✂ ----- ✂ ----- ✂ -----

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3126

Name & Designation : MUCUL SHARMA, LDC

Department : DELHI JAL BOARD

Branch/Office/Section : AC (G)

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3129

Name & Designation : MUNESH KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : EE (FIM) WC- 1

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3130

Name & Designation : NANDAN SINGH, PCAMR

Department : DELHI JAL BOARD

Branch/Office/Section : ZONAL ENGG.-I (NORHT)-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3133

Name & Designation : NAVEEN KUMAR, JR ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC (G)-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3141

Name & Designation : PANKAJ KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AO (D) ESTABLISHMENT DELHI JAL BOARD

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3143

Name & Designation : PARVESH KUMAR, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : SONIA VIHAR PLANT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3154

Name & Designation :PRAVEEN KUMAR, JR ASSTT.....

Department :DELHI JAL BOARD.....

Branch/Office/Section : A.C. (L&E)

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3161

Name & Designation :RAHUL KUMAR, JR ASSTT.....

Department :DELHI JAL BOARD.....

Branch/Office/Section : ASSISTANT COMMISSIONER GENERAL- 1

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3163

Name & Designation : RAHUL SINGH, JR ASSTT

Department : DELHI JAL BOARD

Branch/Office/Section : RTI CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3165

Name & Designation : RAHUL THAPLIYAL, LDC

Department : DELHI JAL BOARD

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3177

Name & Designation : RAVI KUMAR, APD

Department : DELHI JAL BOARD

Branch/Office/Section : ASSISTANT COMMISSIONER BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3185

Name & Designation : ROSHAN, PCMAAR

Department : DELHI JAL BOARD

Branch/Office/Section : AAO (D) EAST

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3214

Name & Designation : SURENDER, DEO/CO

Department : DELHI JAL BOARD

Branch/Office/Section : AC (G)-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3231

Name & Designation : VIKAS SHARMA, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3237

Name & Designation : VISHAL, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : LAW OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3241

Name & Designation : YASHODA, JR. ASSTT.

Department : DELHI JAL BOARD

Branch/Office/Section : AC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY DIRECTOR (ADMN.)
.....
DELHI KHADI VILLAGE INDUSTRIES BOARD
.....
419, FIE PATPATGANJ INDUSTRIAL AREA,
.....
UDYOG SADAN, DELHI-110092
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2172

Name & Designation :*RAKESH KUMAR ARYA, JLO*.....

Department :*DELHI KHADI VILLAGE INDUSTRIES BOARD*.....

Branch/Office/Section : *LEGAL*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
DELHI LEGISLATIVE ASSEMBLY.....
DELHI VIDHAN SABHA, CIVIL LINES.....
DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2011

Name & Designation : AMIT KUMAR, STENO

Department : DELHI LEGISLATIVE ASSEMBLY

Branch/Office/Section : BJP OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2099

Name & Designation : MAHENDER KUMAR, SR. ASSISTANT

Department : DELHI LEGISLATIVE ASSEMBLY

Branch/Office/Section : ADMN. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2119

Name & Designation : NARENDER, Sr. ASSISTANT

Department : DELHI LEGISLATIVE ASSEMBLY

Branch/Office/Section : QUESTION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2190

Name & Designation : SANDEEP KUMAR, STENO. GRAPHER

Department : DELHI LEGISLATIVE ASSEMBLY

Branch/Office/Section : ADMIN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2226

Name & Designation : SUNIL KUMAR, Sr. ASSTT.

Department : DELHI LEGISLATIVE ASSEMBLY

Branch/Office/Section : ADMN. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3015

Name & Designation : AKASH KUMAR SHARMA, MTS.

Department : DELHI LEGISLATIVE ASSEMBLY

Branch/Office/Section : ADMINISTRATION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR (PROSECUTION).....
DIRECTORATE OF PROSECUTION.....
TIS HAZARI COURT COMPLEX, TIS HAZARI.....
DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2150

Name & Designation :*PRAVEZ ALAM, SR. ASSTT.*.....

Department :*DIRECTORATE OF PROSECUTION*.....

Branch/Office/Section :*ADMNSTRATION BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ASSISTANT DIRECTOR
.....
DIRECTORATE OF PROHIBITION
.....
1, CANNING LANE, K.G. MARG
.....
NEW DELHI-110001
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [5 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2081

Name & Designation : JITENDRA KHILNANI, SA

Department : DIRECTORATE OF PROHIBITION

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2098

Name & Designation : MADHU RANI, SR. ASSTT.

Department : DIRECTORATE OF PROHIBITION

Branch/Office/Section :

ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2140

Name & Designation : PEREPU APARNA, PA

Department : DIRECTORATE OF PROHIBITION

Branch/Office/Section : SEWA KUTIR COMPLEX KINGSWAYCAMP, DELHI 11000

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3100

Name & Designation : JITENDRA SINGH, JR. ASSTT

Department : DIRECTORATE OF PROHIBITION

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3219

Name & Designation : SWETA KUMAR, JR. ASSTT.

Department : DIRECTORATE OF PROHIBITION

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
DTE. OF VIGILANCE.....
4TH LEVEL, C-WING, DELHI SECRETARIAT.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [5 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2016

Name & Designation : ANIL KUMAR SOODAN, SR. ASSTT.

Department : DTE. OF VIGILANCE

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2059

Name & Designation : GAURAV KUMAR, SR. ASSTT.

Department : DTE. OF VIGILANCE

Branch/Office/Section : CVC BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3139

Name & Designation : PANKAJ KUAMR TIWARI, DASS GR. IV

Department : DTE. OF VIGILANCE

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3145

Name & Designation : PAWAN KUMAR, LDC

Department : DTE. OF VIGILANCE

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3175

Name & Designation :*RANJEET KUMAR, JR. ASSTT.*.....

Department :*DTE. OF VIGILANCE*.....

Branch/Office/Section :*DISPATCH R & I*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY COMMISSIONER OF POLICE (ADMN.)
.....

DELHI POLICE
.....

POLICE HEADQUARTERS
.....

I.P. ESTATE, NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [10 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2014

Name & Designation : ANAND.SINGH, SUBINSPLCTOR

Department : DELHI POLICE

Branch/Office/Section : RTI COMPLAINT CELL OPS COMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2017

Name & Designation : ANITA.GANDHI, ASI

Department : DELHI POLICE

Branch/Office/Section : GENEARL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2132

Name & Designation :PANKAJ KUMAR SINGH, HEAD AD CONSTABLE.....

Department :DELHI POLICE.....

Branch/Office/Section : OPERATIONS COMMUNICATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2234

Name & Designation :SURENDER SINGH GANDHI, INSPR.....

Department :DELHI POLICE.....

Branch/Office/Section : LEGAL CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3008

Name & Designation :AJAY KUMAR, HEAD CONSTABLE.....

Department :DELHI POLICE.....

Branch/Office/Section :OPERATION COMMUNICATION.....

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3025

Name & Designation :ANIL KUMAR, HC.....

Department :DELHI POLICE.....

Branch/Office/Section :GENERAL BRANCH OPS & COMN UNIT.....

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3042

Name & Designation : ASHISH RANJAN, HC

Department : DELHI POLICE

Branch/Office/Section : COMMUNICATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3095

Name & Designation : JAGDISH, HC

Department : DELHI POLICE

Branch/Office/Section : ACCOUNT BRANCH OPS COMN UNIT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3140

Name & Designation : PANKAJ KUMAR, HEAD CONSTABLE

Department : DELHI POLICE

Branch/Office/Section : OPERATIONS COMMUNICATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3199

Name & Designation : SANTOSH KUMAR, HC

Department : DELHI POLICE

Branch/Office/Section : OPERATION AND COMMUNICATION UNIT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE VC
.....,

Delhi Pharmaceutical Sciences and Research University
.....,

Mehrauli - Badarpur Rd, Sector 3, Pushp Vihar, New Delhi, Delhi 110017
.....,

.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3167

Name & Designation :*RAJESH KUMAR, MTS*.....

Department :*Delhi Pharmaceutical Sciences and Research University*.....

Branch/Office/Section :*ACCOUNTS*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SECRETARY
.....

DEPARTMENT FOR WELFARE OF SC ST OBC MINORITY
.....

B-BLOCK 2nd FLOOR VIKAS BHAWAN I.P ESTATE
.....

NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2077

Name & Designation : J.SHANTHI, SR. ASSTT.

Department : DEPARTMENT FOR WELFARE OF SC ST OBC MINORITY

Branch/Office/Section : ADMN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2214

Name & Designation : SOHAN VIR, SR. ASSTT.

Department : DEPARTMENT FOR WELFARE OF SC ST OBC MINORITY

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2217

Name & Designation : SUBHASH.CHANDER, STT. ASST.

Department : DEPARTMENT FOR WELFARE OF SC ST OBC MINORITY

Branch/Office/Section : IMPLEMENTATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3052

Name & Designation : BHAWNA, JR. ASSTT.

Department : DEPARTMENT FOR WELFARE OF SC ST OBC MINORITY

Branch/Office/Section : PG BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
DELHI STATE SUBORDINATE SERVICES BOARD
.....
FC-19, KARKARDOOMA INSTITUTIONAL AREA,
.....
DELHI-110091
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [20 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1026

Name & Designation :*MADHU SHARMA, PS*.....

Department :*DELHI STATE SUBORDINATE SERVICES BOARD*.....

Branch/Office/Section : *PB OF COF*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2021

Name & Designation :*ANURAG, STENO*.....

Department :*DELHI STATE SUBORDINATE SERVICES BOARD*.....

Branch/Office/Section : *SECRETARY BRANCH*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2035

Name & Designation : BANDANA, STENO

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : CC-1

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2080

Name & Designation : JITENDER KUMAR, GR-II DASS

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2083

Name & Designation :JYOTI, STENO.....

Department :DELHI STATE SUBORDINATE SERVICES BOARD.....

Branch/Office/Section : INTERVIEW CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2164

Name & Designation :RAJENDER KUMAR CHOPRA, STENO.....

Department :DELHI STATE SUBORDINATE SERVICES BOARD.....

Branch/Office/Section : INTERVIEW CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3004

Name & Designation : ABHISHEK MANN, STENOGRAPHER

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : PB OF COE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3056

Name & Designation : BOBBY PAL, LDC

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : CC -II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3063

Name & Designation : DEEPAK, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : CC-I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3079

Name & Designation : GAURAV SINGH CHAUHAN, LDC

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : R&I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3097

Name & Designation : JITENDER, LDC

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3098

Name & Designation : JITENDER YADAV, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : IT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3111

Name & Designation : LAKHAN SAINI, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : LEGAL CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3124

Name & Designation : MD.NAZRUL HODA, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : CHAIRPERSON BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3147

Name & Designation : PERVEEN KUMAR, LDC

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : SCRUTINY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3213

Name & Designation : SUNNY DADHICHI, LDC

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : SCRUTINY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3216

Name & Designation : SUSHIL KUMAR, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : RECEPTION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3221

Name & Designation : TARUN TOMAR, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : CC-I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3224

Name & Designation : UMESH ANAND, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : CC-I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3235

Name & Designation : VIPIN KUMAR, JR ASSTT

Department : DELHI STATE SUBORDINATE SERVICES BOARD

Branch/Office/Section : LEGAL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE JOINT DIRECTOR (ADMN.)
.....
DEPARTMENT OF SOCIAL WELFARE
.....
GLNS COMPLEX, DELHI GATE
.....
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [9 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1030

Name & Designation : NIRANJAN KUMAR, AAO

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ACCOUNTS BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1051

Name & Designation : VICKY DHANWARIA, SO

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ADMIN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2041

Name & Designation : CHANDRA KANT, SR. ASSTT.

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : FAS BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2082

Name & Designation : JITENDRA KUMAR, SR. ASSTT.

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2093

Name & Designation : KUMAR.GANDHARVA,SR. ASSTT.

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2146

Name & Designation : PRAMOD.KUMAR,SR. ASSTT.

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ADMN.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2163

Name & Designation : RAJEEV KUMAR, ASO

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ADMN-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2176

Name & Designation : RANJAN KUMAR, SR ASSTT

Department : DEPARTMENT OF SOCIAL WELFARE

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2211

Name & Designation :*SITA RAM, WELFARE OFFICER*.....

Department :*DEPARTMENT OF SOCIAL WELFARE*.....

Branch/Office/Section : *DY. DIR ESTATE*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE GENERAL MANAGER (ADMN.).....
DELHI TRANSPORT CORPORATION.....
I.P. DEPOT, I.P. ESTATE,.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1018

Name & Designation : HARIRAM, FOREMAN

Department : DELHI TRANSPORT CORPORATION

Branch/Office/Section : ROHINI DEPO-4

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3173

Name & Designation : RAMKISHAN DAHIYA, DAETRY

Department : DELHI TRANSPORT CORPORATION

Branch/Office/Section : ROHINI DEPOT4

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE GENERAL MANAGER (HR).....
DELHI TRANSCO LIMITED.....
2, KOTLA ROAD, SHAKTI SADAN,.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2012

Name & Designation : AMIT.SHARMA, AG-III

Department : DELHI TRANS CO LIMITED

Branch/Office/Section : VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2056

Name & Designation : DINESH BABU M, ASSTT.GR-I

Department : DELHI TRANS CO LIMITED

Branch/Office/Section : OFFICE OF THE MINISTER OF POWER

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE REGISTRAR
.....,
DELHI TECHNOLOGICAL UNIVERSITY
.....,
BAWANA ROAD,
.....,
DELHI
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [14 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2027

Name & Designation : ASHOK KR. PANDEY, CHIEF STORE CEPER

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : CENTRAL STORE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2105

Name & Designation : MANOJ KUMAR, SR. ASSTT

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : ESTABLISHMENT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2139

Name & Designation : PAWAN SEHRAWAT, OA

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2154

Name & Designation : PRINCE KUMAR, ASSTT.

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3029

Name & Designation : ANURADHA, ASK

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : STORE & PURCHASE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3071

Name & Designation : DHIRAJ SEHGAL, ASK

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : STORE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3086

Name & Designation : HARSH VARDHAN, IOA

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : PENSION CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3115

Name & Designation : MADAN KUMAR PRASAD, MTS

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : ESTABLISHMENT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3117

Name & Designation :*MAHESH SISODIA, JOA*.....

Department :*DELHI TECHNOLOGICAL UNIVERSITY*.....

Branch/Office/Section :*COUNCIL BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3132

Name & Designation :*NATASH GULATI, JOA*.....

Department :*DELHI TECHNOLOGICAL UNIVERSITY*.....

Branch/Office/Section :*ESTABLISHMENT BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3201

Name & Designation : SARLA DEVI, JOA

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : RTI CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3227

Name & Designation : UPENDRA NATH SARASWAT, JOA

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : ESTABLISHMENT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3234

Name & Designation : VINITA THAPLIYAL, IOA

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3240

Name & Designation : YASH PABAS, JR. ASSTT

Department : DELHI TECHNOLOGICAL UNIVERSITY

Branch/Office/Section : STORE & PURCHASE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. DIRECTOR (ADMN.).....
DIRECTORATE OF EDUCATION.....
OLD SECRETARIAT.....
DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [37 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1014

Name & Designation : DR. RAJESH K. GUPTA, V. PRINCIPAL

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : G.O.C. OLD. SECTT. DELHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1020

Name & Designation : HEMANT KUMAR SHARMA, PGT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : DEPARTMENT OF EDUCATION GNCTD

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1044

Name & Designation : SHAIFALI GUPTA, PGT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : EXAM BRANCH CORE ACADEMIC UNIT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2006

Name & Designation : AJAY RANA, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : AWARDS BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2010

Name & Designation : AMIT GUPTA, LIBRARIAN

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : E- IV BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2015

Name & Designation : ANIL KUMAR, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : IT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2018

Name & Designation : ANJU MEHTA, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SECTT. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2019

Name & Designation : ANKUSH GARG, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : ZONE 25

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2028

Name & Designation : ASHOK KUMAR, TGT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : N.A

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2033

Name & Designation : AVINASH KUMAR, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SECRETARIAT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2036

Name & Designation : BEENA MEENA, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SOUTH WEST-B

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2044

Name & Designation : DEEPA, SR. ASSTT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : RIT CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2048

Name & Designation : DEEPAK VERMA, SR. ASSTT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : PSB

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2090

Name & Designation : KAVITA, SR. ASSTT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : RAJKIYA PRATIBHA VIKAS VIDYALAY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2097

Name & Designation :*MADHU CHAUHAN, TGT HINDI*.....

Department :*DIRECTORATE OF EDUCATION*.....

Branch/Office/Section :*GOVT OF NCT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2110

Name & Designation :*MONU PANCHAL, SR ASSTT*.....

Department :*DIRECTORATE OF EDUCATION*.....

Branch/Office/Section :*DR CELL E-III*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2111

Name & Designation : MUKESH, SR. ASSTT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2112

Name & Designation : MUKESH KUAMR VERMA, UDC GR.III (DASS)

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2120

Name & Designation : NARENDER KUMAR GARG, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : ADMN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

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For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2123

Name & Designation : NEERAJ KUMAR, ASSISTANT TEACHER (PRIMARY)

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SARVODAYA VIDYALAYA NEW POLICE LINE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2181

Name & Designation : RAVI SHANKER KUMAR, SR. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : ACT-II / ASB

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2182

Name & Designation : RAVINDER CHAUHAN, SR. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : PRIVATE SCHOOL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2183

Name & Designation : RAVINDER KUMAR RAWAT, SR. ASSTT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SECRETARIAT BRANHC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2202

Name & Designation : SATISH ANAND, ASO

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : ADMINISTRATION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2208

Name & Designation : SHASHI RANJAN, GRADE III

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SARVODAYA VIDYALAYA ROHINI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2215

Name & Designation : SUBHASH CHAND, LAB. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : RPVV 'B' BLOCK YAMUNA VIHAR DELHI 110053

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2238

Name & Designation : UMA SHANKAR CHOUDHARY, UDC

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : ZONE-VI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2239

Name & Designation : UMESH PRATAP SINGH, SR. ASSTT

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : GGSSS NO.1 SCHOOL SHAKUPUR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2241

Name & Designation : USHA, LECTURER

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : NORHT EAST

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2255

Name & Designation : VIVEK REDHU, GRIL DASS

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : GBSSS PANDARA ROAD NEW DLEHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3043

Name & Designation : ASHISH RAWAN, JR. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SECRETARIAT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3067

Name & Designation : DEEPAK VERMA, JR. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : PERSONAL BRANCH OF DIRECTOR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3089

Name & Designation : HIMANSHU, PEON

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : DIRECTOR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3090

Name & Designation : HIMANSHU, JR. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : SECRETARIAT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3118

Name & Designation : MAMTA, LDC

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : GOVT. GIRLS SECONDARY SCHOOL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3131

Name & Designation : NARESH KUMAR, JR. ASSTT.

Department : DIRECTORATE OF EDUCATION

Branch/Office/Section : PRIVATE SCHOOL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3144

Name & Designation :*PAWAN KUMAR, JR. ASSTT.*.....

Department :*DIRECTORATE OF EDUCATION*.....

Branch/Office/Section :*PERSONAL BRANCH DIRECTOR*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. COMMISSIONER (ADMN.).....
FOOD & SUPPLIES DEPARTMENT.....
K-BLOCK, VIKAS BHAWAN, I.P. ESTATE.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2179

Name & Designation : RAVI DUTT, SR. ASSTT.

Department : FOOD & SUPPLIES DEPARTMENT

Branch/Office/Section : ASST. COMM. NEW DELHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3047

Name & Designation : AVINASH KUMAR JHA, JR. ASSTT.

Department : FOOD & SUPPLIES DEPARTMENT

Branch/Office/Section : POLICY BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SECRETARY
.....

FOREST AND WILD LIFE DEPARTMENT
.....

2nd, FLOOR A- BLOCK, VIKAS BHAWAN, I. ESTATE
.....

NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2009

Name & Designation : ALKA SHRAMA, ASO

Department : FOREST AND WILD LIFE DEPARTMENT

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3058

Name & Designation : BRIJA NANA KUMAR SAH, FOREST GUARD

Department : FOREST AND WILD LIFE DEPARTMENT

Branch/Office/Section : R & I BRNACH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3209

Name & Designation : SUNIL KUMAR, JR. ASSTT

Department : FOREST AND WILD LIFE DEPARTMENT

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3232

Name & Designation : VINAY, JR. ASSTT

Department : FOREST AND WILD LIFE DEPARTMENT

Branch/Office/Section : ESTABLISHMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR
.....,
DEPARTMENT OF FOOD SAFETY
.....,
A-20, LAWRENCE ROAD, NEAR BRITANIA FACTORY
.....,
DELHI
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2029

Name & Designation : ASHOK KUMAR, ASO

Department : DEPARTMENT OF FOOD SAFETY

Branch/Office/Section : PR. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.)
.....
FINANCE DEPARTMENT
.....
4TH LEVEL, A-WING, DELHI SECRETARIAT
.....
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2143

Name & Designation :PRABHAT KUMAR, SR. ASSTT.....

Department :FINANCE DEPARTMENT.....

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3135

Name & Designation :NEERAJ KUMAR, JR. ASSTT.....

Department :FINANCE DEPARTMENT.....

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3239

Name & Designation :*VIVEK AHLAWAT, JR ASSTT.*.....

Department :*FINANCE DEPARTMENT*.....

Branch/Office/Section :*EXPENDITURE-VI*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR
.....,
FORENSIC SCIENCE LABORATORY
.....,
SEC-14, MADHUBAN CHAOWK, ROHINI
.....,
DELHI-110085
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2151

Name & Designation :PREM.BALA, ASO.....

Department :FORENSIC SCIENCE LABORATORY.....

Branch/Office/Section :ADMN.....

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2184

Name & Designation :REENA.SAPRA, P.A.....

Department :FORENSIC SCIENCE LABORATORY.....

Branch/Office/Section :PHYISCS DIVISION.....

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2205

Name & Designation :*SATYA PRAKASH GUPTA, LAB. ASSTT.*.....

Department :*FORENSIC SCIENCE LABORATORY*.....

Branch/Office/Section :*DOCUMENTS DIVISION*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
GENERAL ADMINISTRATION DEPARTMENT.....
2ND LEVEL, A-WING, DELHI SECRETARIAT.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [16 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1031

Name & Designation :PARHALD.KUMAR.GARG, ASST. ACCOUNT OFFICER.....

Department :GENERAL ADMINISTRATION DEPARTMENT.....

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2108

Name & Designation :MEENAKSHI.SHARMA, ASO.....

Department :GENERAL ADMINISTRATION DEPARTMENT.....

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2136

Name & Designation : PAVAN KUMAR, STENO

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : PR. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2145

Name & Designation : PRAMOD KUMAR, STENO

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : PR. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2165

Name & Designation : RAJESH KUMAR SALUJA, ASO

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2219

Name & Designation : SUDIP KUMAR BANERJEE, SR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ADMINISTRATION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2260

Name & Designation : YOGESH KHURANA, ASO

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : CHIEF MINISTER OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3002

Name & Designation : ABAILASH KATIYAR, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3082

Name & Designation : HARISH, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ADMIN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3087

Name & Designation : HAWA SINGH DAGAR, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : CS CONTROL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3125

Name & Designation : MOHIT, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3149

Name & Designation : PRABHAKAR KUMAR UPADHAYA, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3166

Name & Designation : RAJAN AHUJA, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3205

Name & Designation : SHIV KUMAR, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : PWD

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3208

Name & Designation : SUMIT KUMAR, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3220

Name & Designation : TARUN AMBWANI, JR. ASSTT.

Department : GENERAL ADMINISTRATION DEPARTMENT

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT
.....,
G.B. PANT HOSPITAL
.....,
J.L. NEHRU MARG,
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [5 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2086

Name & Designation :*KAMNA DEEP KAUR, SR. ASSTT.*.....

Department :*G.B. PANT HOSPITAL*.....

Branch/Office/Section :*NEUROSURGEYR*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2091

Name & Designation :*KULDEEP KUAMR, SR. ASSISTANT*.....

Department :*G.B. PANT HOSPITAL*.....

Branch/Office/Section :*LEGAL BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2109

Name & Designation : MOHAN CHANDER JOSHI, SR. ASSTT.

Department : G.B. PANT HOSPITAL

Branch/Office/Section : VIGILANCE BR.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3073

Name & Designation : DINESH KUMAR BAIRWA, JR. ASSTT.

Department : G.B. PANT HOSPITAL

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3197

Name & Designation : SANJEEV, JR. ASSTT.

Department : G.B. PANT HOSPITAL

Branch/Office/Section : BLOOD BANK

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE REGISTRAR
.....,

GURU GOVIND SINGH INDRAPRASTH UNIVERSITY
.....,

SECTOR-16 C, DWARKA
.....,

NEW DELHI-110078.
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1039

Name & Designation :ROOP KISHORE, TECH ASSTT.....

Department :GURU GOVIND SINGH INDRAPRASTH UNIVERSITY.....

Branch/Office/Section : USIP

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2078

Name & Designation :JAIPRAKASH MANJHI, LAB ASSTT.....

Department :GURU GOVIND SINGH INDRAPRASTH UNIVERSITY.....

Branch/Office/Section : BOYS HOSTEL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2236

Name & Designation : THANEDARMEENA, LAB ASSTT.

Department : GURU GOVIND SINGH INDRAPRASTH UNIVERSITY

Branch/Office/Section : PURCHASE BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3007

Name & Designation : AJAY BHANOT, JR. ASSTT.

Department : GURU GOVIND SINGH INDRAPRASTH UNIVERSITY

Branch/Office/Section : PURCHASE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR
.....,
GURU NANAK EYE CENTRE
.....,
MAHARAJA RANJIT SINGH MARG,
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3034

Name & Designation :*ARVIND SINGH, JR ASSTT*.....

Department :*GURU NANAK EYE CENTRE*.....

Branch/Office/Section : *ADMN*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT
.....,
GURU TEG BAHADUR HOSPITAL
.....,
DILSAHD GARDEN
.....,
DELHI-110095
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [11 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2026

Name & Designation : ASHA RANI ARORA, SR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : ESTABLISHMENT-1

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2085

Name & Designation : JYOTI SHAMMI, SR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : E-1 BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3019

Name & Designation : AMIT, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : LEGAL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3072

Name & Designation : DINESH, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : ESTABLISHMENT-I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3088

Name & Designation : HEMANT KUMAR, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : ESTABLISHMENT-III BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3109

Name & Designation : KRISHNAKANT MEENA, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : PERSONAL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3182

Name & Designation :ROHINI, NO.....

Department :GURU TEG BAHADUR HOSPITAL.....

Branch/Office/Section : AMS HOO BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3186

Name & Designation :SACHIN KUMAR, JR. ASSTT.....

Department :GURU TEG BAHADUR HOSPITAL.....

Branch/Office/Section : PR. BRANCH OF MEDICAL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3187

Name & Designation : SACHIN KUMAR, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : JUMMON CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3190

Name & Designation : SANDEEP KUMAR, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3233

Name & Designation : VINAY CHAUDHARY, JR. ASSTT.

Department : GURU TEG BAHADUR HOSPITAL

Branch/Office/Section : ESTABLISHMENT 01

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPDT
.....,
DR. HEDGEWAR AROGYA SANSTHAN
.....,
KARKARDOOMA, DELHI
.....,
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1015

Name & Designation :*DR. SHER SINGH KASHYOPTIA, ADDL. DIRECTOR*.....

Department :*DR. HEDGEWAR AROGYA SANSTHAN*.....

Branch/Office/Section :*DGHS PHW-IV*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1032

Name & Designation :*PARVEEN BHARGAVA, S.O.*.....

Department :*DR. HEDGEWAR AROGYA SANSTHAN*.....

Branch/Office/Section :*ESTABCSHMENT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3121

Name & Designation :*MANDEEP JASWAL, JR. ASSTT.*.....

Department :*DR. HEDGEWAR AROGYA SANSTHAN*.....

Branch/Office/Section :*ESTABLISHMENT BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.)
.....
HEALTH & FAMILY WELFARE
.....
9TH LEVEL, A-WING, DELHI SECRETARIAT
.....
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1005

Name & Designation :BHAGWAN.SINGH.CHARAN., PHS.....

Department :HEALTH & FAMILY WELFARE.....

Branch/Office/Section : PHW2 DHS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1028

Name & Designation :NARINDER KUMAR, SO.....

Department :HEALTH & FAMILY WELFARE.....

Branch/Office/Section : INFRASTRVCTURE PROJECT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3096

Name & Designation : JAL PRAKASH, DRESSER

Department : HEALTH & FAMILY WELFARE

Branch/Office/Section : WEST DISTRICT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3164

Name & Designation : RAHUL SONI, JR. ASSTT.

Department : HEALTH & FAMILY WELFARE

Branch/Office/Section : LOK NAYAK HOSPITAL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3196

Name & Designation : SANJAY KUMAR PARAS, N.O.

Department : HEALTH & FAMILY WELFARE

Branch/Office/Section : HR MEDICAL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3211

Name & Designation : SUNIL RANA, JR ASSTT

Department : HEALTH & FAMILY WELFARE

Branch/Office/Section : SOCIETY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
HOME DEPARTMENT.....
5TH LEVEL, C-WING, DELHI SECRETARIAT,.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1050

Name & Designation :~~UDESH KUMAR, CMO~~.....

Department :~~HOME DEPARTMENT~~.....

Branch/Office/Section : ~~HOMOEOPATHIC~~

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1052

Name & Designation :~~VINAY ARORA, AAO~~.....

Department :~~HOME DEPARTMENT~~.....

Branch/Office/Section : ~~ACCOUNT~~

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2075

Name & Designation :*HUKAM.CHAND, P.A.*.....

Department :*HOME DEPARTMENT*.....

Branch/Office/Section :*O/O ADDL. CHIEF SECRETARY HOME*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE CHIEF ENGINEER (I&FC)
.....
IRRIGATION & FLOOD CONTROL DEPARTMENT
.....
4TH FLOOR, ISBT BUILDING, KASHMERE GATE
.....
DELHI-110006
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1036

Name & Designation :PRANAV KUMAR JHA, AAO.....

Department :IRRIGATION & FLOOD CONTROL DEPARTMENT.....

Branch/Office/Section : CIVIL DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3104

Name & Designation :KAMIYA AGGARWAL, JR ASSTT.....

Department :IRRIGATION & FLOOD CONTROL DEPARTMENT.....

Branch/Office/Section : CIVIL DIVISION-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3146

Name & Designation : PAWAN KUMAR, JR ASSTT

Department : IRRIGATION & FLOOD CONTROL DEPARTMENT

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3183

Name & Designation : ROHINI RITURAJ VAID, LDC

Department : IRRIGATION & FLOOD CONTROL DEPARTMENT

Branch/Office/Section : ESTABLISHMENT HQ

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3189

Name & Designation : SAMEER SHANDILYA, LDC

Department : IRRIGATION & FLOOD CONTROL DEPARTMENT

Branch/Office/Section : ESTABLISHMENT HQ

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3223

Name & Designation : TRILOK CHAND MEENA, LDC

Department : IRRIGATION & FLOOD CONTROL DEPARTMENT

Branch/Office/Section : CIVIL DIVISION-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY COMMISSIONER OF INDUSTRIES (ADMN.)

INDUSTRIES DEPARTMENT

419, FIE PATPATGANJ INDUSTRIAL AREA,

UDYOG SADAN, DELHI-110092

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2007

Name & Designation :AJAY TIWARI, SR. ASSTT.....

Department :INDUSTRIES DEPARTMENT.....

Branch/Office/Section : HR BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2013

Name & Designation :AMUDA SUBRAMA, SR. ASSTT.....

Department :INDUSTRIES DEPARTMENT.....

Branch/Office/Section : HR BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2025

Name & Designation : ARUN KUMAR YADAV, SR. ASSTT.

Department : INDUSTRIES DEPARTMENT

Branch/Office/Section : HR BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2113

Name & Designation : MUKESH KUMAR, UDC

Department : INDUSTRIES DEPARTMENT

Branch/Office/Section : UTS-II MINISTRY OF HOME AFFAIR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3203

Name & Designation : SHANKAR, JR. ASSTT.

Department : INDUSTRIES DEPARTMENT

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3229

Name & Designation : VIKAS KUMAR, JR. ASSTT.

Department : INDUSTRIES DEPARTMENT

Branch/Office/Section : HR BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DY MANAGER
.....,

Indraprastha Power Generation Co. Ltd.
.....,

RAJGHAT DELHI 01
.....
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [7 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1021

Name & Designation : JAYMEEN.SHAH, Dy. MGR

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : PPS-1

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2073

Name & Designation : HEMLATA.MEHTA, AG

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : HR BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2201

Name & Designation : SARITA PRADHAN, FOREMAN GR-I

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : HINDI SECTION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2204

Name & Designation : SATISH KUMAR, ASSTT. GR.II

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : DISCIPLINARY CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2231

Name & Designation : SUNITA, ASO

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : MUR HR III OFF.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2242

Name & Designation : VIJAY KUMAR, S.O.

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : HR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2259

Name & Designation : YOGENDER KUMAR, ASO

Department : Indraprastha Power Generation Co. Ltd.

Branch/Office/Section : MANAGER HR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE JOINT LABOUR COMMISSIONER (HQ).....
LABOUR DEPARTMENT.....
5, SHAM NATH MARG,.....
DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1022

Name & Designation :*KPANDURANGA VITHAL, AAO*.....

Department :*LABOUR DEPARTMENT*.....

Branch/Office/Section :*ACCOUNTS*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2175

Name & Designation :*RAMAN GARG, ASO*.....

Department :*LABOUR DEPARTMENT*.....

Branch/Office/Section :*ESTABLISHMENT BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3018

Name & Designation : AMAR NATH CHODHARY, PEON

Department : LABOUR DEPARTMENT

Branch/Office/Section : AAPC KALYAN VAS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SECRETARY
.....,
LEGISLATIVE ASSEMBLY SECTT
.....,
OLD SECTT. DELHI
.....,
DELHI 110054
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2040

Name & Designation :CHANDAN KUMAR TRISHILIA, SR. ASSTT.....

Department :LEGISLATIVE ASSEMBLY SECTT.....

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3123

Name & Designation :MANOJ KUMAR MEENA, JR. ASSTT.....

Department :LEGISLATIVE ASSEMBLY SECTT.....

Branch/Office/Section : QUESTION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3138

Name & Designation : PANKAJ, JR. ASSTT.

Department : LEGISLATIVE ASSEMBLY SECTT.

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3184

Name & Designation : ROHIT, JR. ASSTT.

Department : LEGISLATIVE ASSEMBLY SECTT.

Branch/Office/Section : ADMINISTRATION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. SECRETARY
.....
LAW, JUSTICE & LEGISLATIVE AFFAIRS
.....
8TH LEVEL, C-WING, DELHI SECRETARIAT
.....
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2103

Name & Designation :*MANEESH KUMAR, SR ASSTT*.....

Department :*LAW, JUSTICE & LEGISLATIVE AFFAIRS*.....

Branch/Office/Section : *ADMN*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
LAND & BUILDING.....
B-BLOCK, VIKAS BHAWAN, I.P. ESTATE.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2177

Name & Designation :**RASHWANI KOHLI, ASO**.....

Department :**LAND & BUILDING**.....

Branch/Office/Section :**L.A BRANCH**.....

Date & Time of Test :**Monday, 30 December 2019 03.00 PM to 04.30 PM**.....

Venue :**RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)**.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2212

Name & Designation :**SITA RAM, UDC**.....

Department :**LAND & BUILDING**.....

Branch/Office/Section :**LEGAL CELL**.....

Date & Time of Test :**Monday, 30 December 2019 03.00 PM to 04.30 PM**.....

Venue :**RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)**.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3238

Name & Designation : VISHESH, LDC

Department : LAND & BUILDING

Branch/Office/Section : LEGAL CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPDT.
.....,
LAL BAHADUR SHASTRI HOSPITAL
.....,
KHICHRI PUR
.....,
NEW DELHI-110091
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3120

Name & Designation :*MAMTA YADAV, JR ASSTT*.....

Department :*LAL BAHADUR SHASTRI HOSPITAL*.....

Branch/Office/Section :*ADMN*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
LT. GOVERNOR SECRETARIAT.....
RAJ NIWAS MARG,.....
DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [14 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1003

Name & Designation : AMAR KUMAR, SO

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ADMN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2042

Name & Designation : DALIP KUMAR, SR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : HOME POLICE BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2053

Name & Designation :*DHARMENDER KUAMR, SR. ASSTT*.....

Department :*LT. GOVERNOR SECRETARIAT*.....

Branch/Office/Section :*ADMNISTRATION BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2071

Name & Designation :*HEMANT KUMAR, SR. ASSTT*.....

Department :*LT. GOVERNOR SECRETARIAT*.....

Branch/Office/Section :*ADMN*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2076

Name & Designation : ISHWAR CHAND, SR. ASST.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : DELHI GOVT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2117

Name & Designation : NABIN KUMAR RAJ, PA.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : HOME POLICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2138

Name & Designation : PAWAN KUMAR, SR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ADMN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2199

Name & Designation : SANTOSH KUMAR, SR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2227

Name & Designation : SUNIL KUMAR CHAUHAN, ASO/GR.II

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2229

Name & Designation : SUNIL SAINI, SR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2258

Name & Designation : YOGENDRA SANGH UNIYAL, ASO

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3215

Name & Designation : SURENDER DRALL, JR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : ADMN. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3230

Name & Designation : VIKAS MITTAL, JR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : LISTENING PST

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3236

Name & Designation : VIPIN KUMAR MANN, JR. ASSTT.

Department : LT. GOVERNOR SECRETARIAT

Branch/Office/Section : CARE- TAKING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR (ADMN.).....
LOK NAYAK HOSPITAL.....
2, JAWAHAR LAL NEHRU MARG,.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [6 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2052

Name & Designation :*DHARMBIR SINGH CHAHAR, SR. ASSTT.*.....

Department :*LOK NAYAK HOSPITAL*.....

Branch/Office/Section :*GENERAL BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2057

Name & Designation :*DINESH KHANNA, ASO*.....

Department :*LOK NAYAK HOSPITAL*.....

Branch/Office/Section :*ESTABLISHMENT-5*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2221

Name & Designation : SUMAN PRASAD SINGH, SR. ASSTT.

Department : LOK NAYAK HOSPITAL

Branch/Office/Section : ESTT 5

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3091

Name & Designation : HIMANSHU JOSHI, JR. ASSTT.

Department : LOK NAYAK HOSPITAL

Branch/Office/Section : EV BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3102

Name & Designation : KAILASH, JR. ASSTT.

Department : LOK NAYAK HOSPITAL

Branch/Office/Section : CARETAKING BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3160

Name & Designation : RAHUL KUMAR, JR. ASSTT.

Department : LOK NAYAK HOSPITAL

Branch/Office/Section : COURT CASE CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.).....
OFFICE OF THE LOKAYUKTA.....
OFFICE OF THE LOKAYUKTA, G-BLOCK, VIKAS BHAWAN,
NEW DELHI-110002.
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2054

Name & Designation :DHARMENDRA KUMAR SINGH, SR. ASSTT.....

Department :OFFICE OF THE LOKAYUKTA.....

Branch/Office/Section : ADMIN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2065

Name & Designation :HARINDER KUMAR, SR. ASSTT.....

Department :OFFICE OF THE LOKAYUKTA.....

Branch/Office/Section : ADMIN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2240

Name & Designation :*UMESH YADAV, PA*.....

Department :*OFFICE OF THE LOKAYUKTA*.....

Branch/Office/Section :*REGISTRY BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE REGISTRAR
.....,

MAULANA AZAD INSTITUTE OF DENTAL SCIENCES
.....,

2, BAHADUR SHAH JAFAR MARG,
.....,

NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2225

Name & Designation :*Sunil Gupta, ASO*.....

Department :*MAULANA AZAD INSTITUTE OF DENTAL SCIENCES*....

Branch/Office/Section : *ADMN*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3050

Name & Designation :*BHAVUR KUMAR, JR. ASSTT.*.....

Department :*MAULANA AZAD INSTITUTE OF DENTAL SCIENCES*....

Branch/Office/Section : *ADMINISTRATION*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3085

Name & Designation :*HARSH.SACHDEVA, JR. ASSTT.*.....

Department :*MAULANA AZAD INSTITUTE OF DENTAL SCIENCES*....

Branch/Office/Section : *PERSONAL BRANCH*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADMINISTRATIVE OFFICER
.....,
MAULANA AZAD MEDICAL COLLEGE
.....,
2, BAHADUR SHAH JAFAR MARG,
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2058

Name & Designation :*G.KARTHIKEYAN, ASO*.....

Department :*MAULANA AZAD MEDICAL COLLEGE*.....

Branch/Office/Section : *ACCOUNT*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE COMMISSIONER
.....,
EAST DELHI MUNICIPAL CORPORATION
.....,
419, UDYOG SADAN, PATPARGANJ,
.....,
DELHI-110092.
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [9 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1001

Name & Designation : AEFAQ HUSSAIN, TRANSLATOR

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : MUNCIPAL SECRETARY OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1010

Name & Designation : DEVENDRA KUMAR, TRANSLATOR

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : MUNCIPAL SECRETARY S OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1011

Name & Designation : DEVINDER KUMAR, SECTION OFFICER

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1046

Name & Designation : SHOBHA, HINDI OFFICER

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : EDMC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1047

Name & Designation : SUMA RAVINDRAN, SO

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : VIGILANCE DEPARTMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2069

Name & Designation : HARLAL, SSA

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : ADVANCE SECTION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2106

Name & Designation : MARRELLA SAMEBASIVA RAO, ASO

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : VIGILANCE DEPARTMENT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3055

Name & Designation : BIRENDRA KUMAR ROY, LDC

Department : EAST DELHI MUNICIPAL CORPORATION

Branch/Office/Section : MUNICIPAL SECRETARY HQ

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3066

Name & Designation :*DEEPAK TYAGI, JSA*.....

Department :*EAST DELHI MUNICIPAL CORPORATION*.....

Branch/Office/Section :*VIGILANCE DEPTT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE COMMISSIONER
.....,
NORTH DELHI MUNICIPAL CORPORATION
.....,
JLN MARG, CIVIC CENTRE, MINTO ROAD
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2031

Name & Designation : ASHUTOSH KUMAR SINGH, SSA

Department : NORTH DELHI MUNICIPAL CORPORATION

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2200

Name & Designation : SANTOSH KUMAR VERMA, ASSISTNT

Department : NORTH DELHI MUNICIPAL CORPORATION

Branch/Office/Section :

ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE COMMISSIONER
.....,
SOUTH DELHI MUNICIPAL CORP.
.....,
CIVIC CENTRE MINTO ROAD
.....,
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2230

Name & Designation :*SUNITA, ASO*.....

Department :*SOUTH DELHI MUNICIPAL CORP.*.....

Branch/Office/Section : *22ND FLOOR NEW DELHI-02*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3026

Name & Designation :*ANKIT KUMAR, ISA*.....

Department :*SOUTH DELHI MUNICIPAL CORP.*.....

Branch/Office/Section : *CED, 22ND FLOOR*

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE MEDICAL SUPERINTENDENT
.....,
PT. MADAN MOHAN MALVIYA HOSPITAL
.....,
MALVIYA NAGAR
.....,
NEW DELHI-110017
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

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Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2249

Name & Designation : VIKAS YADAV, GR.II

Department : P.T. MADAN MOHAN MALVIYA HOSPITAL

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2250

Name & Designation : VIKAS YADAV, ASO

Department : P.T. MADAN MOHAN MALVIYA HOSPITAL

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADMINISTRATIVE OFFICER
.....,
NATIONAL CADET CORPS.
.....,
CHABI GANJ, KASHMERE GATE
.....,
DELHI-110006
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2232

Name & Designation : SUNNY, SR. ASSTT.

Department : NATIONAL CADET CORPS.

Branch/Office/Section : 5 DGBN KIRIT NAGAR NEW DELHI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3060

Name & Designation : CHANDRA PRAKASH, JR. ASSTT.

Department : NATIONAL CADET CORPS.

Branch/Office/Section : 4 DELHI BN. NCC.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3207

Name & Designation : SUMIT KUMAR, JR. ASSTT.

Department : NATIONAL CADET CORPS.

Branch/Office/Section : 5 DELHI BN NCC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DIRECTOR (PERSONNEL).....
NEW DELHI MUNICIPAL COUNCIL.....
PALIKA KENDRA, CONNAUGH PLACE.....
NEW DELHI-110001.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [11 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1012

Name & Designation :*DIVYA PRAKSH SHARAD, EXECUTIVE ENGINEER*.....

Department :*NEW DELHI MUNICIPAL COUNCIL*.....

Branch/Office/Section :*MAINTENANCE SOUTH DIVISION*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1040

Name & Designation :*ROSY MALHOTRA, AAO*.....

Department :*NEW DELHI MUNICIPAL COUNCIL*.....

Branch/Office/Section :*ZONAL AUDIT PARTY CIVIL LINE ZONE*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2070

Name & Designation : HARSH KHAJURIA, SR. ASSTT.

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : CHAIRPERSON OFFICE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2088

Name & Designation : KANTA NAYAL, STENO

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : ENFORCEMENT BUILDING REGULATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2096

Name & Designation : M.VEBKANTA.SASTRY, HA

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : CHAIRMAN OFFICER

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2100

Name & Designation : MAHENDER SINGH LATWAL, H. ASSISTANT

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : BM II ELECTRIC DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2167

Name & Designation : RAJESH SINGH, SR. ASSTT.

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : SECURITY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2168

Name & Designation : RAJIV RANJAN, JE

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : ELECRIC DEPTT. C-I DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2248

Name & Designation : VIKAS TYAGI, JR. ASSTT.

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : ELETRIC C-1 DIVISION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3012

Name & Designation : AJAY KUMAR, ALM. (RMR)

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : C-I ELECTRIC

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3044

Name & Designation : ASHOK KUMAR, JSA

Department : NEW DELHI MUNICIPAL COUNCIL

Branch/Office/Section : KASTURBA HOSPITAL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE PRINCIPAL
.....,
NEHRU HOMEOPATHIC MEDICAL COLLEGE
.....,
B-BLOCK, DEFENCE COLONY.
.....,
NEW DELHI-110024
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2247

Name & Designation : VIKAS KUMAR, SR. ASSTT.

Department : NEHRU HOMEOPATHIC MEDICAL COLLEGE

Branch/Office/Section : ADMN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3103

Name & Designation : KAMAL KANT SINGH RAWAT, JR. ASSTT.

Department : NEHRU HOMEOPATHIC MEDICAL COLLEGE

Branch/Office/Section : CARE TAKING BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3105

Name & Designation : KAPIL KUMAR GUPTA, JR. ASSTT.

Department : NEHRU HOMEOPATHIC MEDICAL COLLEGE

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3226

Name & Designation : UMESH KUMAR MAHTO, JR. ASSTT.

Department : NEHRU HOMEOPATHIC MEDICAL COLLEGE

Branch/Office/Section : ADMN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE.....,
.....,
.....,
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. NIL

Name & Designation :NIL, NIL.....

Department :

Branch/Office/Section : NIL.....

Date & Time of Test :

Venue :

Signature of the Candidate :

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY CONTROLLER OF ACCOUNTS (ADMN.)
.....

PAY & ACCOUNTS OFFICE
.....

A-BLOCK, VIKAS BHAWAN, I.P. ESTATE,
.....

NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [10 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1007

Name & Designation :*CHETLAPALLI SRIDHAR, AAO*.....

Department :*PAY & ACCOUNTS OFFICE*.....

Branch/Office/Section :*PAO -12*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1017

Name & Designation :*HARBANS LAL, SR. AO*.....

Department :*PAY & ACCOUNTS OFFICE*.....

Branch/Office/Section :*GPF CELL*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1029

Name & Designation : NAWAL KISHORE, AAO

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PAO 12

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1035

Name & Designation : PRADEEP RAWAT, AAO

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PAO -XXII

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1045

Name & Designation : SHASHI SHEKHAR, AAO

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PAO -X

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2023

Name & Designation : ARUN, SR. ASSTT.

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PRE. CHEQUE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2066

Name & Designation : HARISH KUMAR, UDC

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PRE CHECK

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2114

Name & Designation : MUKESH KUMAR JONWAL, SR. ASSTT.

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PRE CHECK

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2142

Name & Designation : POONAM KAPOOR, GR-II/ASO

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PAO 17

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3198

Name & Designation : SANJEEV KUMAR, LDC

Department : PAY & ACCOUNTS OFFICE

Branch/Office/Section : PRECHECH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE CONTROLLER
.....

PRINCIPAL ACCOUNT OFFICE
.....

IVTH FLOOR, A-WING, VIKAS BHAWAN-2 CIVIL LINES
.....

DELHI-54
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [8 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1008

Name & Designation : DEEP CHAND PANDEY, AAO

Department : PRINCIPAL ACCOUNT OFFICE

Branch/Office/Section : AAO XXII

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1023

Name & Designation : KRISHAN LAL, AAO

Department : PRINCIPAL ACCOUNT OFFICE

Branch/Office/Section : GPF CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2087

Name & Designation :KANHAYA.PANDIT, SR. ASSTT.....

Department :PRINCIPAL ACCOUNT OFFICE.....

Branch/Office/Section : PAY & ACCOUNT OFFICE 12

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2160

Name & Designation :RAHUL KUMAR ARORA, SR. ASSTT.....

Department :PRINCIPAL ACCOUNT OFFICE.....

Branch/Office/Section : PAO XVIII PAO-18

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2213

Name & Designation : SIYA RAM MEENA, SR. ASSTT.

Department : PRINCIPAL ACCOUNT OFFICE

Branch/Office/Section : PAY & ACCOUNT OFFICE -12

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3068

Name & Designation : DEEPIKA ASOWAL, JR. ASSTT.

Department : PRINCIPAL ACCOUNT OFFICE

Branch/Office/Section : ADMIN -I

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3151

Name & Designation :PRAMOD.KUMAR,,JR. ASSTT.....

Department :PRINCIPAL ACCOUNT OFFICE.....

Branch/Office/Section : PAO-XXII

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3179

Name & Designation :RAVINDER.SHOKEEN,,JR. ASSTT.....

Department :PRINCIPAL ACCOUNT OFFICE.....

Branch/Office/Section : PAY & ACCOUNT OFFICE -12

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY
.....,

Police Complaints Authority
.....,

Police Complaints Authority, 10th Floor, Chanderlok Building,
.....,

.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2072

Name & Designation :*HEMANT.SINGH, STENOGRAPHER.III*.....

Department :*Police.Complaints.Authority*.....

Branch/Office/Section :*HOME DEPTT.*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2155

Name & Designation :*PRIYA.RAJAN.CHANDHA, SR. ASSTT.*.....

Department :*Police.Complaints.Authority*.....

Branch/Office/Section :*COMPLAINTS BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2193

Name & Designation : SANGAM KUMAR, STENOGRAPHER GR-III

Department : Police Complaints Authority

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2210

Name & Designation : SHIWALI BADAL, STENO. GD-III

Department : Police Complaints Authority

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY DIRECTOR (ADMN.)
.....
PLANNING DEPARTMENT
.....
6TH LEVEL, B-WING, DELHI SECRETARIAT, I.P. ESTATE
.....
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [8 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2061

Name & Designation :*GINNI KAPOOR, STAT. ASSTT.*.....

Department :*PLANNING DEPARTMENT*.....

Branch/Office/Section :*RESOURCES UNIT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2125

Name & Designation :*NEETU BHARTI, SA*.....

Department :*PLANNING DEPARTMENT*.....

Branch/Office/Section :*TRANSPORT SECTOR*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2148

Name & Designation : PRASHANT SHARMA, STAT. ASST.

Department : PLANNING DEPARTMENT

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3069

Name & Designation : DHARMESH KUMAR, JR. ASSTT.

Department : PLANNING DEPARTMENT

Branch/Office/Section : ADMIN BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3116

Name & Designation :*MAHESH KUMAR, LDC*.....

Department :*PLANNING DEPARTMENT*.....

Branch/Office/Section :*ACCOUNT BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3119

Name & Designation :*MAMTA, LDC*.....

Department :*PLANNING DEPARTMENT*.....

Branch/Office/Section :*ACCOUNT BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3142

Name & Designation :PARUESH KUMAR DAVID, LDC.....

Department :PLANNING DEPARTMENT.....

Branch/Office/Section : CT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3210

Name & Designation :sunil.kumar, JR. ASSTT.....

Department :PLANNING DEPARTMENT.....

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY (ADMN.)
.....
POWER DEPARTMENT
.....
8TH LEVEL, B-WING, DELHI SECRETARIAT
.....
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1016

Name & Designation :*GAUTAM.SHARMA, DM.CHEM*.....

Department :*POWER DEPARTMENT*.....

Branch/Office/Section :*CHEMISTRY PPS PLANT-II*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1043

Name & Designation :*SANJAY.KUMAR, SO.GR-I*.....

Department :*POWER DEPARTMENT*.....

Branch/Office/Section :*RTI CELL*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ENGINEER-IN-CHIEF
.....,
PUBLIC WORKS DEPARTMENT (HQ)
.....,
12TH FLOOR, MSO BUILDING, I.P. ESTATE
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1041

Name & Designation :*SAJAL KUMAR MITTAL, AAO*.....

Department :*PUBLIC WORKS DEPARTMENT (HQ)*.....

Branch/Office/Section :*O/O CHIEF ENGINEER PROJECT*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY
.....,
PUBLIC WORKS DEPARTMENT (SECTT.)
.....,
5TH LEVEL, B-WING, DELHI SECRETARIAT,
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2233

Name & Designation :SURENDER.SINGH, STAT.ASST.....

Department :PUBLIC WORKS DEPARTMENT.(SECTT.).....

Branch/Office/Section : BUILDING

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3003

Name & Designation :ABHISHEK.KHARE, JR. ASSTT.....

Department :PUBLIC WORKS DEPARTMENT.(SECTT.).....

Branch/Office/Section : PGMS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3070

Name & Designation : DHEERAJ, JR. ASSTT.

Department : PUBLIC WORKS DEPARTMENT (SECTT.)

Branch/Office/Section : VIDHAN SABHA

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3080

Name & Designation : HARDEEP DRALL, JR. ASSTT.

Department : PUBLIC WORKS DEPARTMENT (SECTT.)

Branch/Office/Section : SVICTION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY REGISTRAR (ADMN.).....
REGISTRAR COOPERATIVE SOCIETIES.....
OLD COURT BUILDING, PARLIAMENT STREET.....
NEW DELHI-110001.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [4 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3159

Name & Designation : RAHUL KAPOOR, JR. ASSTT.

Department : REGISTRAR COOPERATIVE SOCIETIES

Branch/Office/Section : ADMINISTRATION BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3194

Name & Designation : SANJAY, JR. ASSTT.

Department : REGISTRAR COOPERATIVE SOCIETIES

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE HEAD OF OFFICE.....,

REHABILITATION SERVICES.....,

FLAT NO.11, SHANKAR MARKET , CONNAUGHT PLACE.....,

NEW DELHI-110063.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2039

Name & Designation :*BIVASH KUMAR SINGH, SR. ASSTT.*.....

Department :*REHABILITATION SERVICES*.....

Branch/Office/Section :*VIGILANCES*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2121

Name & Designation :*NAVEEN KUMAR, SR. ASSTT.*.....

Department :*REHABILITATION SERVICES*.....

Branch/Office/Section :*CARETAKING BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2174

Name & Designation :*RAM RATAN MEENA, SR. ASSTTQ*.....

Department :*REHABILITATION SERVICES*.....

Branch/Office/Section :*CTB DSW HQ*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SUB DIVISIONAL MAGISTRATE (HQ).....,

O/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE).....,

5, SHAM NATH MARG,.....,

DELHI-110054.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [13 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2020

Name & Designation : ANUPAMA KALIA, SR. ASSTT.

Department : O/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE)

Branch/Office/Section : GA BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2049

Name & Designation : DEEPIKA CHAND, STENO. GR. III

Department : O/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE)

Branch/Office/Section : GENERAL ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2104

Name & Designation : MANISH SINGH, GR-II

Department : Q/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE

Branch/Office/Section : VIGILANCE BRNACH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2115

Name & Designation : MUKTI SHANKAR, ASO

Department : Q/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE

Branch/Office/Section : GENERAL ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2134

Name & Designation :PARVEEN.RANA, SR. ASSTT.....

Department :O/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE

Branch/Office/Section : DDMA

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3020

Name & Designation :AMIT.AHALAWAT, JR. ASSTT.....

Department :O/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE

Branch/Office/Section : VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3023

Name & Designation :AMIT.KUMAR.KUSHWAH,,JR..ASSTT.....

Department :O/O.DIVISIONAL.COMMISSIONER.CUM.SECRETARY.(REVENUE

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3030

Name & Designation :ANURAG.KUMAR,,JR..ASSTT.....

Department :O/O.DIVISIONAL.COMMISSIONER.CUM.SECRETARY.(REVENUE

Branch/Office/Section : GENERAL ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3038

Name & Designation : ASHISH KUMAR, JR. ASSTT.

Department : Q/O DIVISIONAL COMMISSIONER CUM SECRETARY (REVENUE

Branch/Office/Section : VIGILANCE BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3039

Name & Designation : ASHISH KUMAR, JR. ASSTT.

Department : Q/O DIVISIONAL COMMISSIONER CUM SECRETARY (REVENUE

Branch/Office/Section : DDMA

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3051

Name & Designation : BHAWANISHANKAR, JR. ASSTT.

Department : ~~Q/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE)~~

Branch/Office/Section : ACCOUNTS BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3174

Name & Designation : RANJEET, JR. ASSTT.

Department : ~~Q/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE)~~

Branch/Office/Section : GENERAL BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3217

Name & Designation : SUSHIL KUMAR, JR. ASSTT.

Department : O/O DIVISIONAL COMMISSIONER-CUM-SECRETARY (REVENUE

Branch/Office/Section : PR. BRANCH OF DIV. COMM.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY
.....,
STATE ELECTION COMMISSION
.....,
NIGAM BHAWAN, KASHMERE GATE
.....,
DELHI-110006
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [3 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2060

Name & Designation :GEETA ARORA, PA.....

Department :STATE ELECTION COMMISSION.....

Branch/Office/Section : DY. SECRETARY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3010

Name & Designation :AJAY KUMAR, LDC.....

Department :STATE ELECTION COMMISSION.....

Branch/Office/Section : Dy. SECRETARY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3075

Name & Designation : GANPAT, LDC

Department : STATE ELECTION COMMISSION

Branch/Office/Section : Dy. SECRETARY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE JOINT SECRETARY (SERVICES).....
SERVICES DEPARTMENT.....
7TH LEVEL, B-WING, DELHI SECRETARIAT,.....
NEW DELHI-110002.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [15 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1034

Name & Designation :PRADEEP KUMAR, SO.....

Department :SERVICES DEPARTMENT.....

Branch/Office/Section : SERVICES III

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2004

Name & Designation :ADITYA KUMAR, SR. ASSTT.....

Department :SERVICES DEPARTMENT.....

Branch/Office/Section : RIT CELL

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2050

Name & Designation : DEEPIKA PURI, SR ASSTT.

Department : SERVICES DEPARTMENT

Branch/Office/Section : SERVICES IV DEVIN AUDIT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2064

Name & Designation : GURVINDER SINGH, SR ASSTT.

Department : SERVICES DEPARTMENT

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2135

Name & Designation :PARVINDER KUMAR, SR. ASSTT.....

Department :SERVICES DEPARTMENT.....

Branch/Office/Section :

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2137

Name & Designation :PAWAN KUMAR, SR. ASSTT.....

Department :SERVICES DEPARTMENT.....

Branch/Office/Section :

SERVICES-IV

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2237

Name & Designation : THOMASK.C, ASO

Department : SERVICES DEPARTMENT

Branch/Office/Section : SERVICES-II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2253

Name & Designation : VIPIN KUMAR SINGH, SR. ASSTT

Department : SERVICES DEPARTMENT

Branch/Office/Section : SERVICES -III BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3009

Name & Designation :AJAY KUMAR, LDC.....

Department :SERVICES DEPARTMENT.....

Branch/Office/Section : SERVICES III

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3041

Name & Designation :ASHISH NAIN, JR ASSTT.....

Department :SERVICES DEPARTMENT.....

Branch/Office/Section : SERVICES II

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3078

Name & Designation : GAURAV KUMAR, JR ASSTT

Department : SERVICES DEPARTMENT

Branch/Office/Section : SERVICES III

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3083

Name & Designation : HARISH ANAND, JR ASSTT

Department : SERVICES DEPARTMENT

Branch/Office/Section : BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3110

Name & Designation : KULDEEP, JR. ASSTT.

Department : SERVICES DEPARTMENT

Branch/Office/Section : SERVICES III

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3128

Name & Designation : MUKESH THAKUR, JR. ASSTT.

Department : SERVICES DEPARTMENT

Branch/Office/Section : SERVICES-3

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3148

Name & Designation :POOJA KUAMRI, JR. ASSTT......

Department :SERVICES DEPARTMENT.....

Branch/Office/Section :ACP CELL.....

Date & Time of Test :Monday, 30 December 2019 03.00 PM to 04.30 PM.....

Venue :SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107).....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE SECRETARY
.....,

SAHITYA KALA PARISHAD
.....,

18-A, SATSANG VIHAR MARG, SPL. INSTITUTIONAL AREA,
.....,

NEW DELHI-110067
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [8 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)

TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2043

Name & Designation :*DARSHAN SINGH BISHT, COMPUTER OPERATOR*.....

Department :*SAHITYA KALA PARISHAD*.....

Branch/Office/Section :

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2244

Name & Designation :*VIJAY PRAKASH NAHARA, UDC*.....

Department :*SAHITYA KALA PARISHAD*.....

Branch/Office/Section :

ADMN

Date & Time of Test : *Monday, 30 December 2019 03.00 PM to 04.30 PM*

Venue : *RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3005

Name & Designation : ABHISHEK SHARMA, LDC

Department : SAHITYA KALA PARISHAD

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3057

Name & Designation : BRAHM PRAKASH, LDC

Department : SAHITYA KALA PARISHAD

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3084

Name & Designation : HARISH CHAND, DRIVER

Department : SAHITYA KALA PARISHAD

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3150

Name & Designation : PRADEEP PANT, JR ASSTT

Department : SAHITYA KALA PARISHAD

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3169

Name & Designation : RAKESH, MTS

Department : SAHITYA KALA PARISHAD

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3202

Name & Designation : SHAMSHER SINGH, LDC

Department : SAHITYA KALA PARISHAD

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

----- ✂ ----- ✂ ----- ✂ -----

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE VATO (ADMN.)
.....,
TRADE & TAXES DEPARTMENT
.....,
VYAPAR BHAWAN, I.P. ESTATE,
.....,
NEW DELHI-110002
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [15 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1033

Name & Designation : PASUPULETI SRINIVASA RAO, S.O.Gr.I

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : C.M OFFICE ROOM NO. 315

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1037

Name & Designation : RAMAN KUMAR, SO

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : PROJECT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2074

Name & Designation : HITENDER KUMAR SAXENA, PA

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : PR BR OF SECRETARY TTE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2084

Name & Designation : JYOTI JAIN, SA

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : POLICY BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2126

Name & Designation : NEETU JUNEJA, ASO

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : WARD

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2141

Name & Designation : POONAM GAHLOT, GSTI

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : POLICY BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3001

Name & Designation : AARTI, JR. ASSTT

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3013

Name & Designation : AJAY KUMAR KASHYAP, JR. ASSTT

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : PR, BARNCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3014

Name & Designation :AJAY SHARMA, JR. ASSTT.....

Department :TRADE & TAXES DEPARTMENT.....

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3017

Name & Designation :AMAN, JR. ASSTT.....

Department :TRADE & TAXES DEPARTMENT.....

Branch/Office/Section : ACCOUNT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3134

Name & Designation : NAVEEN YADAV, JR. ASSTT.

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : HR BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3157

Name & Designation : PRIYA KAIM, JR. ASSTT.

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : WARD-91

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3168

Name & Designation : RAJESH.PAREWA, JR. ASSTT.

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : INTERNAL AUDIT

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3181

Name & Designation : RITU, JR. ASSTT.

Department : TRADE & TAXES DEPARTMENT

Branch/Office/Section : WARD-16

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3204

Name & Designation :*SHIV KUMAR, JR. ASSTT.*.....

Department :*TRADE & TAXES DEPARTMENT*.....

Branch/Office/Section :*RTI BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY SECRETARY
.....
DEPARTMENT OF TOURISM
.....
2ND FLOOR, C-WING, VIKAS BHAWAN-II
.....
DELHI-110054
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [2 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2068

Name & Designation :*HARJEET KUMAR BUDHAIRAJA, ASO*.....

Department :*DEPARTMENT OF TOURISM*.....

Branch/Office/Section :*ADMINISTRATION*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2228

Name & Designation :*SUNIL KUMAR TYAGI, SA*.....

Department :*DEPARTMENT OF TOURISM*.....

Branch/Office/Section :*PLANNING*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADMINISTRATIVE OFFICER
.....,
TRANSPORT DEPARTMENT
.....,
5/9, UNDER HILL ROAD
.....,
DELHI-110054
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [9 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-1049

Name & Designation : TAPAN KUMAR GUPTA, AAO

Department : TRANSPORT DEPARTMENT

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2038

Name & Designation : BINAY SHANKAR, SR. ASSTT.

Department : TRANSPORT DEPARTMENT

Branch/Office/Section : VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3028

Name & Designation : ANKIT KUMAR, JR. ASSTT.

Department : TRANSPORT DEPARTMENT

Branch/Office/Section : ACCOUNT BRANCH HQ.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3152

Name & Designation : PRASHANT KUMAR, JR. ASSTT.

Department : TRANSPORT DEPARTMENT

Branch/Office/Section : ADMINISTRATION

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3153

Name & Designation :PRASHANT.SHOKEEN, JR. ASSTT.....

Department :TRANSPORT DEPARTMENT.....

Branch/Office/Section : ADMN

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3156

Name & Designation :PREETI.GUPTA, JR. ASSTT.....

Department :TRANSPORT DEPARTMENT.....

Branch/Office/Section : ACCOUNTS

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3158

Name & Designation : PRIYA RASTOGI, JR. ASSTT.

Department : TRANSPORT DEPARTMENT

Branch/Office/Section : VIGILANCE BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3180

Name & Designation : RAVINDRA, JR. ASSTT.

Department : TRANSPORT DEPARTMENT

Branch/Office/Section : VIGILANCE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3200

Name & Designation :*SANTOSH RAWAT, JR. ASSTT.*.....

Department :*TRANSPORT DEPARTMENT*.....

Branch/Office/Section :*ADMIN. BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. SECRETARY (ADMN.).....
DTE. OF TRAINING & TECHNICAL EDUCATION
.....
MUNI MAYA RAM MARG, PITAMPURA
.....
NEW DELHI-110088
.....

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [10 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2002

Name & Designation : ABHIJEET KUMAR RANJAN, SR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : E-FOUR BRANCH DTTE HQ PITAMPUR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2008

Name & Designation : AJIT KUMAR, SR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : PRESONAL BRANCH OF SECRETARY

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2030

Name & Designation : ASHOK KUMAR GUPTA, SR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2046

Name & Designation : DEEPAK KUMAR, SR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : BTC PUSA

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2147

Name & Designation : PRASHANT KUMAR, SR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : E-VI

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3136

Name & Designation : NITESH PAL, JR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : PERSONAL BRANCH OF SECRETARY TTE

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3155

Name & Designation :PRAVESH KUMAR, JR. ASSTT.....

Department :DTE. OF TRAINING & TECHNICAL EDUCATION.....

Branch/Office/Section : ACCOUNT BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3170

Name & Designation :RAKESH, JR. ASSTT.....

Department :DTE. OF TRAINING & TECHNICAL EDUCATION.....

Branch/Office/Section : ITI ARAB KI SAR

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3191

Name & Designation : SANDEEP KUMAR, JR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : VSBTC PUSA

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3222

Name & Designation : TEEKA SINGH, JR. ASSTT.

Department : DTE. OF TRAINING & TECHNICAL EDUCATION

Branch/Office/Section : ITI ARAB KISARAJ

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE ADDL. SECRETARY (ADMN.).....
URBAN DEVELOPMENT.....
9TH LEVEL, C-WING, DELHI SECRETARIAT,
NEW DELHI-110002

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [1 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2223

Name & Designation :*SUMIT DABAS, ASO*.....

Department :*URBAN DEVELOPMENT*.....

Branch/Office/Section :*DLB*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.



GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

No. F. 15/02/2019/AR/16796

Dated:

To

THE DEPUTY DIRECTOR (ADMN.).....,

UNION TERRITORIES CIVIL SERVICES

KARKARDOOMA INSTITUTIONAL AREA, VISHWAS NAGAR, SHAHDARA

DELHI-110032

Sub:- Comprehension test on Manual of Office Procedure to be held on 30th December, 2019.

Sir/Madam,

Please find enclosed the Admission Ticket(s) of the candidates appearing in the above Test for onward distribution to the concerned candidates well in time. In case any candidate's Admission Ticket has been left out, he/she may be advised to contact this office immediately. Department wise Admission Tickets have also been uploaded on the website of A R Department i.e. <https://ar.delhigovt.nic.in> (Latest News), candidates may take printout of their admit card.

Further, all the candidates may be directed to ensure that the category in which Admission Tickets were issued is correct and if there is any mistake that may be got rectified from this department, in person.

Any Admission Ticket, if sent wrongly may please be returned to this department immediately.

Encls. As above [7 Admission Ticket(s)]

Yours faithfully,



(NARESH KUMAR)

ASSTT. DIRECTOR (AR)
TEL. NO. 23392726

GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2079

Name & Designation : JASWANT.SINGH, ASO

Department : UNION TERRITORIES CIVIL SERVICES

Branch/Office/Section : ADMN. BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2118

Name & Designation : NAMBURU.BHASKARA.RAO, ASO

Department : UNION TERRITORIES CIVIL SERVICES

Branch/Office/Section : ADMN.

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2129

Name & Designation : NITU VERMA, SR. ASSTT.

Department : UNION TERRITORIES CIVIL SERVICES

Branch/Office/Section : TRAINING BRANCH

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-2180

Name & Designation : RAVI KUMAR, STENO

Department : UNION TERRITORIES CIVIL SERVICES

Branch/Office/Section : TRAINING III

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : RAJKIYA PRATIBHA VIKAS VIDYALAYA,
LUDLOW CASTLE, RAJ NIWAS MARG,
DELHI-110054 (School Code: 1207108)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3011

Name & Designation :AJAY KUMAR, PEON.....

Department :UNION TERRITORIES CIVIL SERVICES.....

Branch/Office/Section :ADMN BRANCH.....

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3021

Name & Designation :AMIT KUMAR, JR. ASSTT.....

Department :UNION TERRITORIES CIVIL SERVICES.....

Branch/Office/Section :ACCOUNTS.....

Date & Time of Test : Monday, 30 December 2019 03.00 PM to 04.30 PM

Venue : SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

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GOVERNMENT OF N.C.T. OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, New Delhi-110002.

MANUAL OF OFFICE PROCEDURE TEST-2019

ADMISSION TICKET

ROLL NO. 19-3106

Name & Designation :*KARISHMA, JR. ASSTT.*.....

Department :*UNION TERRITORIES CIVIL SERVICES*.....

Branch/Office/Section :*TRAINING BRANCH*.....

Date & Time of Test :*Monday, 30 December 2019 03.00 PM to 04.30 PM*.....

Venue :*SHAHEED AMIR CHAND SARVODAYA VIDYALAYA,
LUDLOW CASTLE, SHAM NATH MARG,
DELHI-110054 (School Code: 1207107)*.....

ISSUING AUTHORITY



(NARESH KUMAR)
Asstt. Director (AR)
Ph. 23392726

Signature of the Candidate :

(Note:- Photo I-Card must be produced at the examination centre)

For instructions, please see overleaf.

